
INSTRUCTIONS FOR COMPLETING

THE NONFISCAL SURVEYS OF THE

COMMON CORE OF DATA

SCHOOL UNIVERSE SURVEY

AGENCY UNIVERSE SURVEY

STATE NONFISCAL SURVEY

1999-2000

National Center for Education Statistics
Office of Educational Research and Improvement
U.S. Department of Education

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The purpose of the Center is to collect and report "statistics and information showing the condition and progress of education in the United States and other nations in order to promote and accelerate the improvement of American Education." Section 402(b) of the National Education Statistics Act of 1994 (20 U.S.C. 9001).

General Information

Due Date

On or before March 15, 2000

Submission Methods (see Appendix C for details)

- Internet (ftp or email)
- Diskette

Please contact the Census Bureau if you plan to submit data on paper shuttles.

Census Bureau Contacts

You may contact your Census Bureau liaisons Steve Owens, Dell Gray, Julia Naum, or Gloria Lindsey if you need assistance with any part of the survey submission process. Contact Michael Freeman if you have programming and Internet questions.

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Respondent Tools

The Census Bureau provides several tools to help you prepare your CCD Nonfiscal data files: Prior year ID data files, Edit software, sample spreadsheet/database files, web-based form. These tools are available at the following address:

<http://www.census.gov/govs/www/ccd.html>

NCES Contacts

John Sietsema is the project officer for the School and Agency Universe Surveys. He can be reached at 202-219-1335. Frank Johnson is the project officer for the State Nonfiscal Survey. He can be reached at 202-219-1618.

Coordinator's Corner

NCES has a web site for CCD Coordinators and other CCD data reporters called the Coordinator's Corner. The information provided on the Corner includes instruction manuals, frequently asked Coordinator Questions, a place to send questions to NCES and receive questions and answers from other Coordinators, new CCD data items or issues up for public comment, and links to other CCD areas. You may reach the Corner at the following address:

<http://nces.ed.gov/ccd/corner.html>

TABLE OF CONTENTS

I. INTRODUCTION	1
Goals, Purpose and Objectives.....	3
Instruction Manual Coverage	3
Due Date.....	3
CCD Coordinator/Certification	3
Reference Date.....	3
Abbreviations.....	3
Missing and Not Applicable Data.....	3
Item Location Reference.....	4
General Survey Procedures.....	4
II. PUBLIC ELEMENTARY/ SECONDARY SCHOOL UNIVERSE SURVEY	5
Purpose	7
Missing and Not Applicable Data.....	7
NCES Agency/School Identification Numbers.....	7
State Agency/School Identification Numbers	7
Agency/School Name.....	7
Telephone Number.....	7
Mailing Address.....	8
Location Address	8
School Type Code	8
Operational Status Code.....	9
Grade Span Offered.....	10
Title 1 School.....	10
If yes, School-wide Title 1	10
Magnet School	10
Charter School	10
Classroom Teachers	11
Free Lunch Eligible Students	11
Reduced-Price Lunch Eligible Students	11
Total of Free Lunch and Reduced-Price Lunch Eligible	11
Migrant Students Enrolled in Previous Year.....	11
Students by Grade, by Race/Ethnicity, and by Gender.....	11
III. PUBLIC ELEMENTARY/ SECONDARY EDUCATION AGENCY UNIVERSE SURVEY.....	17
Purpose	19
Missing and Not Applicable Data.....	19
NCES Identification Numbers	19
State Identification Numbers	19
Education Agency Name.....	19
Telephone Number.....	19
Mailing Address.....	20
Location Address	20
Education Agency Type Code.....	20
Supervisory Union Identification Number	21
County Name	21
FIPS County Code.....	21
Operational Status Code.....	21
Grade Span Offered.....	22
Ungraded Students.....	22
PK-12 Students	22
Migrant Students Served in a Summer Program	22
Special Education - Individual Education Program (IEP) Students	22
Limited-English-Proficient Students.....	22
Diploma Recipients by Race/Ethnicity, and by Gender	23
Other High School Completers by Race/Ethnicity, and by Gender	23

TABLE OF CONTENTS

Instructional Staff	23
Support Services Staff	24
Dropouts by Grade, by Race/Ethnicity, and by Gender.....	25
 IV. STATE NONFISCAL SURVEY	 28
Purpose	30
Missing and Not Applicable Data.....	30
State Education Agency Information	30
Instructional Staff	30
Support Services Staff	30
Student Counts by Grade.....	31
Students by Grade, and by Race/Ethnicity	31
High School Completion Counts	31
High School Completion Counts by Race/Ethnicity	31
 V. APPENDICES	 32
APPENDIX A-1: School Universe Shuttle.....	34
APPENDIX A-2: Education Agency Universe Shuttle.....	38
APPENDIX A-3: State Nonfiscal Shuttle	42
APPENDIX B: Electronic File Formats.....	46
APPENDIX C: Data Submission Methods.....	48
APPENDIX D-1: School Universe Record Layouts.....	50
APPENDIX D-2: Education Agency Record Layouts.....	62
APPENDIX D-3: State Nonfiscal Record Layout.....	72
APPENDIX E-1: State Abbreviations used in CCD Surveys	76
APPENDIX E-2: Other Abbreviations used in CCD Surveys.....	78
APPENDIX F: Dropout Reporting Instructions	80
 VI. GLOSSARY OF TERMS.....	 84
 INDEX	 97

I. INTRODUCTION

INTRODUCTION

Goals, Purpose and Objectives of the Nonfiscal Surveys

The National Center for Education Statistics' (NCES) goal for the Common Core of Data (CCD) is to provide a comprehensive and timely national statistical database on all public elementary and secondary schools, education agencies, and programs. This database is to be comparable across all states and territories.

The CCD contains three categories of information: identifying information, basic statistics, and fiscal data. The identifying information includes names, addresses, and administrative information; basic statistics include numbers of students and staff, demographic information on students and staff, high school completion rates, and student dropout data; and fiscal data include revenues and current expenditures. The CCD is maintained in three separate, but linked, data sets: public elementary and secondary schools, local education agencies, and states.

The surveys provide nested information. The data in the school universe are reflected in the agency universe, and the school and agency universe data are reflected in the state aggregate surveys. The counts in all three surveys may not be equal, but the differences should be consistent and explanations should be provided.

The purpose of the CCD is to provide basic statistical information on all children in this country receiving a free education from prekindergarten through twelfth grade and on the public funds collected (revenues) and expended for providing free public elementary and secondary education.

The objectives of the CCD are:

- To provide an official listing of public elementary and secondary schools and education agencies in this country; and
- to provide basic information and descriptive statistics on public elementary and secondary schools and schooling.

Instruction Manual Coverage

These instructions provide common definitions of data elements and related terms for all CCD Nonfiscal surveys. The CCD surveys covered by these instructions include:

- Public Elementary/Secondary School Universe Survey
- Public Elementary/Secondary Education Agency Universe Survey
- State Nonfiscal Survey

*The State Aggregate **Fiscal** Survey is **not** part of this package.*

Due Date

All CCD survey replies are due on or before March 15, 2000.

CCD Coordinator/Certification

Each chief state school officer designates the staff person(s) responsible for completing the surveys. The CCD Coordinator is the official contact person for the state/territory and is responsible for confirming data availability and accuracy.

Survey responses must be certified by the CCD Coordinator, or designated higher official, as an accurate representation of information and records maintained by the state education agency. Survey responses will not be accepted by the NCES without appropriate certification.

If the CCD Coordinator is changed, please notify NCES or the Census Bureau in writing so that we may update our contact lists.

Reference Date

Data should be reported as of **October 1**, if that is a school day, or the closest school day to October 1. Any exceptions to this rule are noted within the context of individual item instructions. For example, the Education Agency Universe requests counts of dropouts and graduates for the prior year.

Abbreviations

Abbreviations should not be used if full names will fit in the field sizes specified in Appendix D. These field sizes may not always allow the use of full names and addresses. Appendix E contains recommended abbreviations for use in the CCD surveys.

Missing and Not Applicable Data

Missing or not applicable data must be identified in the response using the appropriate codes from the list below. Every item in this survey requires a response unless otherwise indicated.

- Use an "M" when the data are missing and where a value is expected, but no value was measured.
- Use an "N" when the data are not applicable and where a value is neither expected nor measured.
- Use a "0" (zero) only for those cases where a numerical value was measured and no quantity was found.

INTRODUCTION

Item Location Reference

Included in each item's reporting instructions, is a section that shows location information for electronic text files. This section displays the item's "Field Name," "Multiple" record layout position and "Long" record layout position. The "Field Name" is a shorter name given to each item for electronic reporting. Either the "Multiple" or the "Long" record layout may be used for electronic text files. The complete electronic reporting record layout for both of these options (see Appendix D) comes with corresponding Field Names and Descriptions.

General Survey Procedures

The Bureau of the Census initiates data collection in January of each year. Each person assigned to work on the CCD survey is sent an instruction manual and other requested survey materials.

The following tools are available to help you prepare your files. They are located at:

<http://www.census.gov/govs/www/ccd.html>

- Prior year ID data files:

Prior year files provide you with corrections/additions made to your files. They contain items that have been updated, such as locale codes, metropolitan status codes, new NCES ID numbers, and proper "M," "N" codes for missing, not applicable, or blank data.

Prior year files can also be used to submit current year data by simply adding new school and agency records to the file, and filling in the remaining data items. Status codes, however, must be updated to indicate closed or changed agency records. Please do not overlay fields with blanks unless otherwise indicated.

- Edit Software to help correct data files
- Sample spreadsheet and dBase shells (pre-formatted files)
- Web-based form to complete the State Nonfiscal Survey

Preferred file format options and instructions (for text, spreadsheet, dBase, or SAS files) are located in Appendix B. Text file record layout options (multiple or long) are located in Appendix C.

You may use any of the following submission methods to send your data to the Census Bureau (see Appendix C for detailed instructions):

- Internet (ftp or email)
- Diskette
- Web-based form to complete the State Nonfiscal Survey

Please contact the Census Bureau if you plan to submit your data on paper shuttles.

II. PUBLIC ELEMENTARY/ SECONDARY SCHOOL UNIVERSE SURVEY

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

Purpose

The primary purposes of the Public Elementary/ Secondary School Universe Survey are:

- To provide a complete listing of all public elementary and secondary schools in the country, and
- to provide basic information and descriptive statistics on all schools, their students, and their teachers.

*To avoid double counting, do **not** include Bureau of Indian Affairs or Dept. of Defense schools on your school universe file. These schools are reported separately by the appropriate Federal Agencies.*

Missing and Not Applicable Data

Missing or not applicable data must be identified by using the appropriate codes from the list below. Every item in this survey requires a response unless otherwise indicated.

- Use an "M" when the data are missing and where a value is expected, but no value was measured.
- Use an "N" when the data are not applicable and where a value is neither expected nor measured.
- Use a "0" (zero) only for those cases where a numerical value was measured and no quantity was found.

NCES Agency/School Identification Numbers

Field Name	Multiple	Long
LEAID	005-011	0001-0007
SCHNO	026-030	0022-0026

The NCES agency identification number contains seven characters including a two-digit state code followed by a five-digit code that is unique within each state. The agency and school identification numbers are combined by NCES to form a unique twelve-digit identifier for individual schools. **Please do not change NCES identification numbers.** If you think that there is a problem with an NCES identification number, call the Bureau of the Census to discuss the issue. **The NCES identification numbers for new schools should be left blank. They will be assigned by the Bureau of the Census and require no action by you.** Identification numbers are retired when schools and/or agencies close.

State Agency/School Identification Numbers

Field Name	Multiple	Long
STID99	012-025	0008-0021
SEASCH99	031-050	0027-0046

State identification numbers are assigned by the state education agency for its use. Once assigned, these numbers are maintained and used by NCES to verify record identity. A state's education agency number may be any combination of letters and numbers up to 14 characters. A state's school identification number may be any combination of letters and numbers up to 20 characters. Provide documentation for any missing state identification numbers. Explain any inconsistencies. For each school, provide your state's assigned school and agency identification numbers. If schools are not assigned state identification numbers, enter "N."

Agency/School Name

Field Name	Multiple	Long
LEANM99	051-110	0047-0106
SCHNAM99	111-160	0107-0156

Names of schools and agencies are the common designations or titles as they are known by the reporting agency. Provide names for all schools. Abbreviate any school names longer than 50 characters and any agency names longer than 60 characters. Appendix E provides a listing of recommended abbreviations. Abbreviations should not be used if the full name can be entered. To avoid confusion, it is helpful if the name of individual schools includes the type of grade served. For example, "Jones School" should be specified as "Jones Elementary School," "Jones Middle School," or "Jones High School," as appropriate. Do not leave school or agency name fields blank.

Telephone Number

Field Name	Multiple	Long
PHONE99	161-170	0157-0166

Telephone numbers are the ten-digit number, including area code, for the school building. If the telephone number is unknown, enter "M." If there is no phone number, enter "N." Do not leave this item blank.

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

Mailing Address, City, State, Zip Code + 4

Field Name	Multiple	Long
MSTREE99	171-200	0167-0196
MCITY99201-230	0197-0226	
MSTATE99	231-232	0227-0228
MZIP99	233-241	0229-0237

Mailing address is the location where mail is delivered. In some cases this may not represent the site of the physical plant. The mailing address should include the building number and street name, Post Office Box number, or RFD Route and Box number. If the mailing address is longer than 30 characters, use abbreviations found in Appendix E. If a mailing address is usually not required to deliver mail, enter "N." The city name can be up to 30 characters in length. Abbreviations are acceptable if the city name exceeds 30 characters. Mailing addresses must include the city name and the two letter state or outlying area abbreviation found in Appendix E. The ZIP code may be five or nine digits. Enter the ZIP+4 if known. If the ZIP code is unknown, enter "M." If the last four digits of the ZIP code are unknown, enter the five-digit ZIP, leaving **only** the four spaces to the right blank. (The Census Bureau will no longer fill in the last 4 digits of the 9 digit zip code, however.) Provide address information for all schools. Do not leave mailing address, city, state, or zip code fields blank.

Location Address, City, State, Zip Code + 4

Field Name	Multiple	Long
LSTREE99	242-271	0238-0267
LCITY99	272-301	0268-0297
LSTATE99	302-303	0298-0299
LZIP99	304-312	0300-0308

Location address is the physical location of the school. Enter the street number, city, state abbreviation (see Appendix E), and ZIP + 4, if different from mailing address. Leave ZIP + 4 digits blank if unknown. If the location address is the same as the mailing address, you may leave location address fields blank.

School Type Code

Field Name	Multiple	Long
SCHTYP99	313-313	0309-0309

All schools must be classified into only one school type category. Do not leave this item blank.

School type is a classification of schools conducting elementary and/or secondary instruction or programs according to the ordinary or special instructional needs of students. The four classifications are:

- 1 = Regular School: A public elementary/secondary school that does not focus primarily on vocational, special, or alternative education.
- 2 = Special Education School: A public elementary/secondary school that focuses primarily on special education, including instruction for any of the following: hard of hearing, deaf, speech-impaired, health-impaired, orthopedically impaired, mentally retarded, seriously emotionally disturbed, multi-handicapped, visually handicapped, deaf and blind; and adapts curriculum, materials or instruction for students served.
- 3 = Vocational Education School: A public elementary/secondary school that focuses primarily on vocational education, and provides education and training in one or more semi-skilled or technical operations.
- 4 = Alternative Education School: A public elementary/secondary school that address needs of students that typically cannot be met in a regular school; provides nontraditional education; serves as an adjunct to a regular school; or falls outside of the categories of regular, special education, or vocational education.

School type information will be matched by NCES with agency type information. The additional information will identify each school as a:

- locally operated public school,
- a regionally operated public school,
- state-operated public school, or
- Federally operated public school

All schools providing free, public elementary and secondary education should be included. Charter schools may be of any type, 1 through 4. State-operated schools such as those operated for the deaf, the blind, and the arts and sciences are also to be included, as well as schools operated by agencies other than the state education agency, such as departments of corrections or health and human services. In addition, Federally operated public schools (**except** for Bureau of Indian Affairs and Dept. of Defense Dependents schools) should be included.

Provide written documentation for any charter schools, state operated schools, and/or any Federally operated schools systematically excluded from the files, unless such documentation has previously been provided and is on file with CCD staff.

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

Operational Status Code

Field Name	Multiple	Long
STATUS99	314-314	0310-0310

All schools must be classified into only one operational status category. Do not leave this item blank.

Operational status is a classification of the operational condition of a school. The five classifications are:

- 1 = **Open:** School was listed on previous year's CCD school universe; it is currently in operation or, if temporarily closed, as for repairs or a shortage of students, is expected to open within two years.
- 2 = **Closed:** School was listed on previous year's CCD school universe; it is not currently in operation, is not expected to operate in the future, and should be removed from the database.
- 3 = **New:** School was not listed on previous year's CCD school universe; it has been newly created or completely restructured into the current instructional level or program. Include new schools, if known, whether or not yet populated with students.
- 4 = **Added:** School was not listed on previous year's CCD school universe; it was in existence but had not been reported; it is currently in operation and is now being added.
- 5 = **Changed Agency:** School was in existence and was listed on previous year's CCD school universe as being affiliated with a different education agency; its internal organization and instructional level have not changed, but it is now affiliated with another agency.

In the CCD survey system, a school is defined as "an institution that provides education services." There are many changes that can take place in a school from one year to the next without affecting its status as an "open" school (Operational Status Code = 1). Listed below are examples where the school Operational Status Code should remain "1:"

- Name change (e.g., from "PS 35" to "General McArthur Elementary School");

- Change of address or location (e.g., from 47 Landing Road to 122 Airport Way). In this situation, the physical plant may be either new or preexisting. If a school moves out of an old building into a newly constructed building, it is generally not considered a new school. If a new school moves into the old building, the school is considered "new" and should be added to the school file with an Operational Status Code "3" (new);
- Minor changes in grade span (e.g., from "KG-05" to "PK-06");
- Temporary absence of personnel (e.g., a building is vacated for one year while major renovations are accomplished, but is expected to reopen and house the same instructional program).
- If the school has reopened

In each case listed above, the NCES school identification number should remain the same as in the prior year data file. **If the agency associated with a school changes, the corrected agency identification number should be provided.** You may enter the state identification number for new agencies. The NCES identification number for new agencies must be left blank.

Listed below are situations that may require the correction of the school Operational Status Code to "2" (closed) or "3" (new).

- If one school is merged with another that provides essentially the same grades, it is generally recommended that the Operational Status Code for the smaller school be changed to "2" (closed) and that the Operational Status Code for the larger school remain as "1" (open prior year and current year);
- If two schools of about equal size or with different grade spans are merged or consolidated within an existing plant or a new physical location, it is generally recommended that the Operational Status Code for both schools be changed to "2" (closed) and a new school created with an Operational Status Code "3" (new).

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

Grade Span Offered

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
GRSPAN99	315-318	0311-0314

Enter the span of grades intended to be served by this school, whether or not there are students currently enrolled in all grades. The first two characters are used for the low grade and the third and fourth characters for the high grade, as follows: PK, KG, 01 through 12. If the school serves ungraded classes only, enter UGUG. ***Do not use UG if PK, KG, or numbered grades are also offered.***

Note: A 09 through 12 school that also serves a PK or KG should have 0912 grade span.

Title 1 School

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TITLE199	319-319	0315-0315

Is it a Title 1 School?

A Title 1 school is designated under appropriate state and Federal regulations as being eligible for participation in programs authorized by Title 1 of Public Law 103-382. Use the following codes for this item:

1 = Yes

2 = No

If yes, School-wide Title 1

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
STITLE199320-320		0316-0316

If it is a Title 1 school, is it school-wide?

This refers to a program in which all the pupils in a school are designated under appropriate state and Federal regulations as being eligible for participation in programs authorized by Title 1 of Public Law 103-382. Use the following codes for this item:

If the school is **not** a Title 1 school, then enter an "N."

1 = Yes

2 = No

Magnet School

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
MAGNET99	321-321	0317-0317

Is it a magnet school?

Regardless of the source of funding i.e., Federal, state, or local government, a magnet school or program is defined as a special school or program designed

- to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing or eliminating racial isolation. (Racial isolation means a school with 50% or more minority enrollment); and/or
- to provide an academic or social focus on a particular theme (e.g. science/math, performing arts, gifted/talented, or foreign language).

Use the following codes for this item:

1 = Yes

2 = No

Charter School

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
CHARTR99	322-322	0318-0318

Is it a charter school?

A charter school provides free public elementary and/or secondary education to eligible students under a specific charter granted by the state legislature or other appropriate authority, and designated by such authority to be a charter school. Use the following codes for this item:

1 = Yes

2 = No

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

Classroom Teachers

Field Name	Multiple	Long
FTE99	323-327	0319-0323

The Public Elementary/Secondary School Universe Survey requests information on the total number of classroom teachers for ungraded and all PK-12 graded classes in a school, stated in full-time equivalencies (FTE's). Full-time equivalency is the amount of time required to perform an assignment stated as a proportion of a full-time position, and is computed by dividing the amount of time employed by the time normally required by a full-time position.

Provide classroom teacher figures using the following instructions:

- Include only filled positions; count contract positions; exclude vacant positions.
- Count part-time positions in terms of full-time equivalency. Full-time equivalency should be counted in tenths. For example, if a teaching position is filled by two persons, each working a half day, count each as 0.5.
- A full-time employee having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 4 hours per day teaching and 2 hours per day counseling should be counted 0.7 for teaching and 0.3 for counseling.
- The total FTE counts for classroom teachers must be reported to the **nearest tenth**, with an **explicit decimal**.

Free Lunch Eligible Students

Field Name	Multiple	Long
FRELCH99	328-331	0324-0327

The number, by school, of students eligible to participate for the Free Lunch Program under the National School Lunch Act provides an indicator of the socioeconomic status of the school. This does not include those eligible only for reduced price lunch. Enter "0" (zero) if the program exists, but there are currently no students eligible. Use the code "M" if the information is unknown or missing, or code "N" if the program does not apply. ***An entire state's schools cannot have "N" for this item since the National School Lunch Program applies to each state.*** The count may be taken on December 1, or the closest school day to that date. Do not leave this item blank.

Reduced-Price Lunch Eligible Students

Field Name	Multiple	Long
REDLCH99	332-335	0328-0331

Provide the number, by school, of students eligible to participate in the Reduced-Price Lunch Program under the National School Lunch Act. Use the code "M" if the information is unknown or missing, or code "N" if the program does not apply.

Total of Free Lunch and Reduced-Price Lunch Eligible

Field Name	Multiple	Long
FLE99	336-339	0332-0335

Provide the total number of students eligible to participate in both Free Lunch and Reduced-Price Lunch Programs under the National School Lunch Act. Use the code "M" if the information is unknown or missing, or code "N" if the program does not apply.

Migrant Students Enrolled in Previous Year

Field Name	Multiple	Long
MIGRNT99	340-343	0336-0339

Provide the cumulative unduplicated (within school) number of migrant students, as defined under 34 CFR 200.40, enrolled at any time during the previous regular school year. If further information is needed on the definition of a migrant child, consult your State Migrant Program Director.

Students by Grade, by Race/Ethnicity, and by Gender

Provide membership counts of students by grade, by racial/ethnic grouping, and by gender. Membership Count is the total student enrollment on October 1 (or the closest school day to October 1) for all grade levels (PK, KG, 01-12) and ungraded pupils. Include students both present and absent on the measurement day. Membership should not include duplicate counts of students within a specific school or students whose membership is reported by another school.

If a grade level is served but there are currently no students, enter a "0" (zero). If the detail (or other value) is not known, enter an "M," and if possible, provide the values for the totals. If a particular grade level is not served, enter an "N." If using the "Multiple" record layout, you may omit records for the grades not within the grade span of that school.

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

Prekindergarten is a group or class that is part of a public school program and is taught during the year or years preceding kindergarten. Prekindergarten includes Head Start students if Head Start is part of an authorized program of the school. If there are currently no prekindergarten students enter "0" (zero). If the number of prekindergarten students is not known, enter "M." If the prekindergarten classification is not served, enter "N."

Ungraded refers to classes or programs to which students are assigned without standard grade designation. If there are currently no ungraded students enter "0" (zero). If the number of ungraded students is not known, enter "M." If the ungraded classification is not served, enter "N."

The **racial/ethnic categories** are used to describe groups to which individuals belong. These categories are mandated for use in all government surveys by the U.S. Office of Management and Budget (OMB). We are unable to use data submitted in any other configuration. Categories do not denote scientific definitions of anthropological origins. Count each student in only one category. The groups used are:

- American Indian/Alaskan Native
- Asian/Pacific Islander
- Hispanic
- Black, Not Hispanic
- White, Not Hispanic

The category that most closely reflects the individual's recognition in the community should be used for purposes of reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms. The count for CCD may be taken on December 1, or the closest school day to that date.

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

Prekindergarten Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOTPK99051-054		0340-0343
AMPKM99	055-058	0344-0347
AMPKF99	059-062	0348-0351
AMPKU99	063-066	0352-0355
ASPKM99	067-070	0356-0359
ASPKF99	071-074	0360-0363
ASPKU99075-078		0364-0367
HIPKM99079-082		0368-0371
HIPKF99	083-086	0372-0375
HIPKU99	087-090	0376-0379
BLPKM99	091-094	0380-0383
BLPKF99	095-098	0384-0387
BLPKU99	099-102	0388-0391
WHPKM99	103-106	0392-0395
WHPKF99	107-110	0396-0399
WHPKU99	111-114	0400-0403

2nd Grade Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOT0298	051-054	0532-0535
AM02M99	055-058	0536-0539
AM02F99	059-062	0540-0543
AM02U99	063-066	0544-0547
AS02M99	067-070	0548-0551
AS02F99	071-074	0552-0555
AS02U99	075-078	0556-0559
HI02M99	079-082	0560-0563
HI02F99	083-086	0564-0567
HI02U99	087-090	0568-0571
BL02M99	091-094	0572-0575
BL02F99	095-098	0576-0579
BL02U99	099-102	0580-0583
WH02M99	103-106	0584-0587
WH02F99	107-110	0588-0591
WH02U99	111-114	0592-0595

Kindergarten Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOTKG99	051-054	0404-0407
AMKGM99	055-058	0408-0411
AMKGF99	059-062	0412-0415
AMKGU99	063-066	0416-0419
ASKGM99	067-070	0420-0423
ASKGF99071-074		0424-0427
ASKGU99	075-078	0428-0431
HIKGM99	079-082	0432-0435
HIKGF99	083-086	0436-0439
HIKGU99087-090		0440-0443
BLKGM99	091-094	0444-0447
BLKGF99	095-098	0448-0451
BLKGU99	099-102	0452-0455
WHKGM99	103-106	0456-0459
WHKGF99	107-110	0460-0463
WHKGU99	111-114	0464-0467

3rd Grade Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOT0399	051-054	0596-0599
AM03M99	055-058	0600-0603
AM03F99	059-062	0604-0607
AM03U99	063-066	0608-0611
AS03M99	067-070	0612-0615
AS03F99	071-074	0616-0619
AS03U99	075-078	0620-0623
HI03M99	079-082	0624-0627
HI03F99	083-086	0628-0631
HI03U99	087-090	0632-0635
BL03M99	091-094	0636-0639
BL03F99	095-098	0640-0643
BL03U99	099-102	0644-0647
WH03M99	103-106	0648-0651
WH03F99	107-110	0652-0655
WH03U99	111-114	0656-0659

1st Grade Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOT0199	051-054	0468-0471
AM01M99	055-058	0472-0475
AM01F99	059-062	0476-0479
AM01U99	063-066	0480-0483
AS01M99	067-070	0484-0487
AS01F99	071-074	0488-0491
AS01U99	075-078	0492-0495
HI01M99	079-082	0496-0499
HI01F99	083-086	0500-0503
HI01U99	087-090	0504-0507
BL01M99	091-094	0508-0511
BL01F99	095-098	0512-0515
BL01U99	099-102	0516-0519
WH01M99	103-106	0520-0523
WH01F99	107-110	0524-0527
WH01U99	111-114	0528-0531

4th Grade Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOT0499	051-054	0660-0663
AM04M99	055-058	0664-0667
AM04F99	059-062	0668-0671
AM04U99	063-066	0672-0675
AS04M99	067-070	0676-0679
AS04F99	071-074	0680-0683
AS04U99	075-078	0684-0687
HI04M99	079-082	0688-0691
HI04F99	083-086	0692-0695
HI04U99	087-090	0696-0699
BL04M99	091-094	0700-0703
BL04F99	095-098	0704-0707
BL04U99	099-102	0708-0711
WH04M99	103-106	0712-0715
WH04F99	107-110	0716-0719
WH04U99	111-114	0720-0723

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

5th Grade Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOT0599	051-054	0724-0727
AM05M99	055-058	0728-0731
AM05F99	059-062	0732-0735
AM05U99	063-066	0736-0739
AS05M99	067-070	0740-0743
AS05F99	071-074	0744-0747
AS05U99	075-078	0748-0751
HI05M99	079-082	0752-0755
HI05F99	083-086	0756-0759
HI05U99	087-090	0760-0763
BL05M99	091-094	0764-0767
BL05F99	095-098	0768-0771
BL05U99	099-102	0772-0775
WH05M99	103-106	0776-0779
WH05F99	107-110	0780-0783
WH05U99	111-114	0784-0787

8th Grade Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOT0899	051-054	0916-0919
AM08M99	055-058	0920-0923
AM08F99	059-062	0924-0927
AM08U99	063-066	0928-0931
AS08M99	067-070	0932-0935
AS08F99	071-074	0936-0939
AS08U99	075-078	0940-0943
HI08M99	079-082	0944-0947
HI08F99	083-086	0948-0951
HI08U99	087-090	0952-0955
BL08M99	091-094	0956-0959
BL08F99	095-098	0960-0963
BL08U99	099-102	0964-0967
WH08M99	103-106	0968-0971
WH08F99	107-110	0972-0975
WH08U99	111-114	0976-0979

6th Grade Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOT0698	051-054	0788-0791
AM06M99	055-058	0792-0795
AM06F99	059-062	0796-0799
AM06U99	063-066	0800-0803
AS06M99	067-070	0804-0807
AS06F99	071-074	0808-0811
AS06U99	075-078	0812-0815
HI06M99	079-082	0816-0819
HI06F99	083-086	0820-0823
HI06U99	087-090	0824-0827
BL06M99	091-094	0828-0831
BL06F99	095-098	0832-0835
BL06U99	099-102	0836-0839
WH06M99	103-106	0840-0843
WH06F99	107-110	0844-0847
WH06U99	111-114	0848-0851

9th Grade Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOT0999	051-054	0980-0983
AM09M99	055-058	0984-0987
AM09F99	059-062	0988-0991
AM09U99	063-066	0992-0995
AS09M99	067-070	0996-0999
AS09F99	071-074	1000-1003
AS09U99	075-078	1004-1007
HI09M99	079-082	1008-1011
HI09F99	083-086	1012-1015
HI09U99	087-090	1016-1019
BL09M99	091-094	1020-1023
BL09F99	095-098	1024-1027
BL09U99	099-102	1028-1031
WH09M99	103-106	1032-1035
WH09F99	107-110	1036-1039
WH09U99	111-114	1040-1043

7th Grade Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOT0799	051-054	0852-0855
AM07M99	055-058	0856-0859
AM07F99	059-062	0860-0863
AM07U99	063-066	0864-0867
AS07M99	067-070	0868-0871
AS07F99	071-074	0872-0875
AS07U99	075-078	0876-0879
HI07M99	079-082	0880-0883
HI07F99	083-086	0884-0887
HI07U99	087-090	0888-0891
BL07M99	091-094	0892-0895
BL07F99	095-098	0896-0899
BL07U99	099-102	0900-0903
WH07M99	103-106	0904-0907
WH07F99	107-110	0908-0911
WH07U99	111-114	0912-0915

10th Grade Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOT1098	051-054	1044-1047
AM10M99	055-058	1048-1051
AM10F99	059-062	1052-1055
AM10U99	063-066	1056-1059
AS10M99	067-070	1060-1063
AS10F99	071-074	1064-1067
AS10U99	075-078	1068-1071
HI10M99	079-082	1072-1075
HI10F99	083-086	1076-1079
HI10U99	087-090	1080-1083
BL10M99	091-094	1084-1087
BL10F99	095-098	1088-1091
BL10U99	099-102	1092-1095
WH10M99	103-106	1096-1099
WH10F99	107-110	1100-1103
WH10U99	111-114	1104-1107

PUBLIC ELEMENTARY/SECONDARY SCHOOL UNIVERSE SURVEY

11th Grade Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOT1199	051-054	1108-1111
AM11M99	055-058	1112-1115
AM11F99	059-062	1116-1119
AM11U99	063-066	1120-1123
AS11M99	067-070	1124-1127
AS11F99	071-074	1128-1131
AS11U99	075-078	1132-1135
HI11M99	079-082	1136-1139
HI11F99	083-086	1140-1143
HI11U99	087-090	1144-1147
BL11M99	091-094	1148-1151
BL11F99	095-098	1152-1155
BL11U99	099-102	1156-1159
WH11M99	103-106	1160-1163
WH11F99	107-110	1164-1167
WH11U99	111-114	1168-1171

12th Grade Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOT1299	051-054	1172-1175
AM12M99	055-058	1176-1179
AM12F99	059-062	1180-1183
AM12U99	063-066	1184-1187
AS12M99	067-070	1188-1191
AS12F99	071-074	1192-1195
AS12U99	075-078	1196-1199
HI12M99	079-082	1200-1203
HI12F99	083-086	1204-1207
HI12U99	087-090	1208-1211
BL12M99	091-094	1212-1215
BL12F99	095-098	1216-1219
BL12U99	099-102	1220-1223
WH12M99	103-106	1224-1227
WH12F99	107-110	1228-1231
WH12U99	111-114	1232-1235

Total Students, All Grades

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOTAL99051-054		1300-1303
AMALM99	055-058	1304-1307
AMALF99	059-062	1308-1311
AMALU99	063-066	1312-1315
ASALM99	067-070	1316-1319
ASALF99	071-074	1320-1323
ASALU99075-078		1324-1327
HIALM99079-082		1328-1331
HIALF99	083-086	1332-1335
HIALU99	087-090	1336-1339
BLALM99	091-094	1340-1343
BLALF99	095-098	1344-1347
BLALU99	099-102	1348-1351
WHALM99	103-106	1352-1355
WHALF99	107-110	1356-1359
WHALU99	111-114	1360-1363

Ungraded Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOTUG99	051-054	1236-1239
AMUGM99	055-058	1240-1243
AMUGF99	059-062	1244-1247
AMUGU99	063-066	1248-1251
ASUGM99	067-070	1252-1255
ASUGF99071-074		1256-1259
ASUGU99	075-078	1260-1263
HIUGM99	079-082	1264-1267
HIUGF99	083-086	1268-1271
HIUGU99087-090		1272-1275
BLUGM99	091-094	1276-1279
BLUGF99095-098		1280-1283
BLUGU99	099-102	1284-1287
WHUGM99	103-106	1288-1291
WHUGF99	107-110	1292-1295
WHUGU99	111-114	1296-1299

**III. PUBLIC ELEMENTARY/
SECONDARY EDUCATION
AGENCY UNIVERSE
SURVEY**

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

Purpose

The primary purposes of the Public Elementary/ Secondary Education Agency Universe Survey are:

- To provide a complete listing of every education agency in the country responsible for providing free public elementary/secondary instruction or education support services, and
- to provide basic information for all education agencies and the students for whose education the agencies are responsible.

*To avoid double counting, do **not** include Bureau of Indian Affairs or Dept. of Defense agencies on your agency universe file. These agencies are reported separately by the appropriate Federal Agencies.*

Missing and Not Applicable Data

Missing or not applicable data must be identified in the response using the appropriate code from the list below. Every item in this survey requires a response unless otherwise indicated.

- Use an "M" when the data are missing and where a value is expected, but no value was measured.
- Use an "N" when the data are not applicable and where a value is neither expected nor measured.
- Use a "0" (zero) only for those cases where a numerical value was measured and no quantity was found.

NCES Identification Numbers

Field Name	Multiple	Long
LEAID	005-011	0001-0007

The NCES agency identification number begins with a two-digit state code followed by a five-digit code unique to each agency within the state. **The NCES agency identification numbers provided to you should not be changed.** If you believe there is a problem with an NCES agency identification number, call the Bureau of the Census to discuss the issue. **NCES identification numbers for new agencies should be left blank. They will be assigned by the Bureau of the Census and require no action by you.** Identification numbers are retired when agencies close.

State Identification Numbers

Field Name	Multiple	Long
STID99	012-025	0008-0021

Local education agency identification numbers are assigned by the state education agency for its use. Once assigned, these numbers are maintained and used by NCES to verify record identity. A state's "education agency" code may be any combination of letters and numbers up to 14 characters. Provide documentation for any missing identification numbers. Explain any inconsistencies. Provide the state identification number for all agencies. If agencies are not assigned state identification numbers, enter "N."

Education Agency Name

Field Name	Multiple	Long
NAME99	026-085	0022-0081

Provide names for all agencies. Abbreviate names that are longer than 60 characters. Appendix E provides a listing of recommended abbreviations. Abbreviations should not be used if the full name can be entered in 60 characters. To avoid confusion, it is helpful if the agency name is different from any school names associated with the agency. Adding the word "agency" to the name can help avoid confusion when school and agency names are the same. Do not leave this item blank.

Telephone Number

Field Name	Multiple	Long
PHONE99	086-095	0082-0091

Telephone numbers are the ten-digit number, including the area code, for the education agency. If the telephone number is unknown, enter "M." If there is no phone number, enter "N." Do not leave this item blank.

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

Mailing Address, City, State, Zip Code

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
MSTREE99	096-125	0092-0121
MCITY99 126-155	0122-0151	
MSTATE99	156-157	0152-0153
MZIP99	158-166	0154-0162

Mailing address is the location where mail is delivered. In some cases, this may not represent the site of the agency headquarter's physical location. The mailing address should include the building number and name of the street, Post Office Box number, or RFD Route and Box number, up to 30 characters. If the mailing address is longer than 30 characters, use the abbreviations found in Appendix E. If a mailing address is usually not required to deliver mail, enter "N." The city name can be up to 30 characters in length. Abbreviations are acceptable if the city name exceeds 30 characters. Mailing addresses must include the city and two letter state or outlying area abbreviation found in Appendix E. The ZIP code may be five or nine digits. Enter the ZIP+4 if known. If the ZIP code is unknown, enter "M." If the last four digits of the ZIP code are unknown, enter the five-digit ZIP, leaving **only** the four spaces to the right blank. (The Census Bureau will no longer fill in the last 4 digits of the 9 digit zip code, however.) Provide address information for all agencies. Do not leave mailing address, city or state fields blank.

Location Address, City, State, Zip Code + 4

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
LSTREE99	167-196	0163-0192
LCITY99	197-226	0193-0222
LSTATE99	227-228	0223-0224
LZIP99	229-237	0225-0233

Location address is the physical location of the agency. Enter the street number, city, state abbreviation (see Appendix E), and ZIP + 4, if different from mailing address. Leave ZIP + 4 digits blank if unknown. If location address is the same as mailing address, leave location address fields blank.

Education Agency Type Code

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
AGTYPE99	238-238	0234-0234

All local education agencies must be classified into one education agency type code. Do not leave this item blank.

The education agency type code is a classification of education agencies within the geographic boundaries of a state according to the level of administrative and operational control. The classifications are:

- 1 = Regular local school district that is not a component of a supervisory union; this category includes both independent school districts and those that are a dependent segment of a local government such as a city or county. Agencies that do not operate schools ("non-ops") but have primary responsibility to provide free public elementary and/or secondary education to school-age children within their jurisdictions should be included.
- 2 = Local school district that is a component of a supervisory union; that is, it shares a superintendent and administrative services with other local school districts. Each agency given this code should have an entry in the "Supervisory Union Identification Number" field corresponding to the appropriate type 3 or type 4 agency. Non-ops in supervisory unions should be included in this category.
- 3 = Supervisory union administrative center, or county superintendent's office serving the same purposes: Each agency given this code should have an entry in the "Supervisory Union Identification Number" field. Student and staff data reported elsewhere should not be duplicated in records carrying this code.
- 4 = Regional education services agency: Agencies created for the purposes of providing specialized educational services to other education agencies. Student and staff data reported elsewhere should not be duplicated in records carrying this code.
- 5 = State agency charged with providing elementary and/or secondary level instruction to school-age children in a specified population, e.g., agency responsible for state schools for the blind or deaf students, correctional facilities, state hospitals.
- 6 = Federal agency charged with providing elementary and/or secondary level instruction to school-age children in a specified population.
- 7 = Other education agencies that do not fit into the first six categories.

For education agencies in category 7, provide on a separate sheet of paper the name of the agency, the agency type code, state agency ID, NCES agency ID, and an explanation of the nature and function of the administrative control of the education agency.

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

Supervisory Union Identification Number

Field Name	Multiple	Long
UNION99	239-241	0235-0237

The supervisory union ID is the identification number of a school district within a supervisory union and may be:

- a state-assigned supervisory union number, or
- a FIPS county code if the county superintendent acts as the administrative center.

The supervisory union ID must be right-justified with leading zeros. Zero fill this field for education agencies that are not components or administrative centers of a supervisory union. If the education agency is a type 2 or type 3, a supervisory union identification number is expected. If the agency is a type 2 or 3 and the supervisory union identification number is unknown, enter "M."

County Name

Field Name	Multiple	Long
CONAME99	242-271	0238-0267

Provide the name of the county within which the agency is located. Enter "M" if the county name is unknown.

FIPS County Code

Field Name	Multiple	Long
CONUM99	272-276	0268-0272

The FIPS county code is a standard number that identifies each county and county-type area in the United States. Taken from the National Institute of Standards and Technology publication, FIPS Pub. 6-4, the code indicates the county where the office of the education agency's chief executive officer is located. The code number is a 5-digit number that can be obtained from the Census Bureau. If the code is unknown, enter an "M."

Operational Status Code

Field Name	Multiple	Long
BOUND99	277-277	0273-0273

All local education agencies must be classified into one operational status code. Do not leave this item blank.

The Operational Status Code is a classification of changes in an education agency's boundaries or jurisdiction since the last report to NCES. The classifications are:

- 1 = Open: Agency was listed on previous year's CCD agency universe; it has had no significant change in geographical boundaries or instructional responsibility (grade span offered).
- 2 = Closed: Agency was listed on previous year's CCD agency universe; it is not currently in operation, is not expected to operate in the future, and should be removed from the database.
- 3 = New: Agency was not listed on previous year's CCD agency universe; it has been newly created or completely restructured into current geographical boundaries or instructional responsibility. Include new agencies, if known, whether or not yet populated with students.
- 4 = Added: Agency was not listed on previous year's CCD agency universe; it was in existence but had not been reported; it is currently in operation and is now being added.
- 5 = Changed Boundary: Agency was in existence and was listed on previous year's CCD agency universe, but has undergone a significant change in geographical boundaries or instructional responsibility.

Throughout this century, the predominant change in education agency structure has been the consolidation of smaller agencies into larger agencies. This change generally occurs in one of two ways.

- If several agencies of approximately equal size are merged to form one new agency that is much larger than and fundamentally different from the previous agencies, it is generally recommended that the Operational Status Code for the old agencies be corrected to code "2" (not operational) and assign an Operational Status Code "3" (newly created) to the newly created agency.
- If one or more small agencies are annexed by or added to a large previously existing agency, it is generally recommended that the Operational Status Code for the smaller agencies be corrected to code "2" (not operational) and the Operational Status Code for the larger agency to be marked code "5" (change in boundary). **Provide written documentation for the changes that have occurred. It is critical that schools associated with the closed agencies are corrected to show the identification number for the retained agency.**

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

Grade Span Offered

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
GSPAN99	278-281	0274-0277

Provide the span of grades intended to be served by this agency, whether or not there are students currently enrolled in all grades. The first two characters are used for the low grade and the third and fourth characters for the high grade, as follows: PK, KG, 01 through 12. If the agency serves ungraded classes only, enter UGUG. ***Do not use UG if PK, KG, or numbered grades are also offered.***

Students

The following items are a count of the total number of students in membership for ungraded students, PK-12 combined, and students having individual education programs (IEP).

- Ungraded plus PK-12 should equal the total student membership of the agency.
- The student membership counts should not include duplicate counts of students within a specific agency or students whose membership is reported by another agency.
- For students who are tuitioned out to other agencies, it is recommended to report them in the agency that is financially responsible for them.

Ungraded Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
UG99	282-288	0278-0284

Provide the number of students in classes or programs to which students are assigned without standard grade designations. If the ungraded classification is used, but there are currently no ungraded students, enter "0" (zero). If the number of ungraded students is not known, enter "M." If the ungraded classification is not used, enter "N."

PK-12 Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
PK1299	289-295	0285-0291

Provide the number of students in graded classes in the public school program. Include Headstart participants if Headstart is part of an authorized program of the education agency. If PK-12 students are expected but there are none at this time, enter "0" (zero). If the number of PK-12 students is not known, enter "M." If there are never students served in any of the grades PK-12, enter "N."

Migrant Students Served in a Summer Program

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
MIGRNT99	296-302	0292-0298

Provide the number of migrant students, as defined under 34 CFR 200.40, enrolled in summer programs during the summer immediately prior to the current school year. If further information is needed on the definition of a migrant child, consult your State Migrant Program Director.

Special Education - Individual Education Program (IEP) Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
SPECED99	303-309	0299-0305

Provide the number of students having written Individual Education Programs (IEP) under the Individuals With Disabilities Education Act (IDEA-Part B). (This number is a subset of the Ungraded and PK-12 fields.) ***Do not include "Gifted and Talented" in this count.***

Limited-English-Proficient Students

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
LEP99	310-316	0306-0312

Provide the number of Limited-English-Proficient Students served in appropriate programs. (This number is a subset of the Ungraded and PK-12 fields.) LEP students are students being served in appropriate programs of language assistance (e.g., English as a Second Language, High Intensity Language Training, bilingual education). Do not count pupils enrolled in a class to learn a language other than English. Limited-English-Proficient Students are also:

- Individuals who were not born in the U.S. or whose native language is a language other than English;
- Individuals who come from environments where a language other than English is dominant; or
- Individuals who are American Indians and Alaskan Natives and who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and who, by reason thereof, have sufficient difficulty speaking, reading, writing, or understanding the English language -denying such individuals the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

High School Completion Counts

Provide counts of diploma recipients and other high school completers by race/ethnicity and by gender. These counts include all individuals who received diplomas, or other formal indications of completion of high school, during the immediately preceding school year and subsequent summer. In other words, these counts are taken at the end of the school year and the end of summer prior to the current school year. High School Completers in agencies that have been closed due to reorganization should be reported at the appropriate remaining agency. **Do not include high school General Education Development (GED) credential recipients.**

The racial/ethnic categories are used to describe groups to which individuals belong. These categories are mandated for use in all government surveys by the U. S. Office of Management and Budget (OMB). We are unable to use data submitted in any other configuration. Categories do not denote scientific definitions of anthropological origins. Count each student in only one group. The groups used are:

American Indian/Alaskan Native
Asian/Pacific Islander
Hispanic
Black, Not Hispanic
White, Not Hispanic

The category that most closely reflects the individual's recognition in the community should be used for purposes of reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms.

Diploma Recipients by Race/Ethnicity, and by Gender

Field Name	Multiple	Long
TOTDIPL99	026-031	0446-0451
AMDPLM99	032-037	0452-0457
AMDPLF99	038-043	0458-0463
AMDPLU99	044-049	0464-0469
ASDPLM99	050-055	0470-0475
ASDPLF99	056-061	0476-0481
ASDPLU99	062-067	0482-0487
HIDPLM99	068-073	0488-0493
HIDPLF99	074-079	0494-0499
HIDPLU99	080-085	0500-0505
BLDPLM99	086-091	0506-0511
BLDPLF99	092-097	0512-0517
BLDPLU99	098-103	0518-0523
WHDPLM99	104-109	0524-0529
WHDPLF99	110-115	0530-0535
WHDPLU99	116-121	0536-0541

Provide the number of individuals who received a diploma during the previous school year and subsequent summer school by race/ethnicity, and by gender.

Other High School Completers by Race/Ethnicity, and by Gender

Field Name	Multiple	Long
TOTOHC99	026-031	0542-0547
AMOHCM99	032-037	0548-0553
AMOHCF99	038-043	0554-0559
AMOHCU99	044-049	0560-0565
ASOHCM99	050-055	0566-0571
ASOHCF99	056-061	0572-0577
ASOHCU99	062-067	0578-0583
HIOHCM99	068-073	0584-0589
HIOHCF99	074-079	0590-0595
HIOHCU99	080-085	0596-0601
BLOHCM99	086-091	0602-0607
BLOHCF99	092-097	0608-0613
BLOHCU99	098-103	0614-0619
WHOHCM99	104-109	0620-0625
WHOHCF99	110-115	0626-0631
WHOHCU99	116-121	0632-0637

Provide the number of individuals who received a certificate of completion in lieu of a diploma during the previous school year and subsequent summer by race/ethnicity, and by gender.

Instructional Staff

Field Name	Multiple	Long
PKTCH99	026-032	0313-0319
KGTCH99	033-039	0320-0326
ELMTCH99	040-046	0327-0333
SECTCH99	047-053	0334-0340
UGTCH99	054-060	0341-0347
TOTTCH99	061-067	0348-0354
AIDES99	068-074	0355-0361
CORSUP99	075-081	0362-0368

Include all teachers (prekindergarten, kindergarten, elementary, secondary, ungraded, total), instructional aides, and instructional coordinators and supervisors. For detailed definitions, refer to Chapter VI, Glossary of Terms. Provide instructional staff figures using the following instructions:

- Include only filled positions; count contract positions; exclude vacant positions.
- Count part-time staff in terms of full-time equivalency. Full-time equivalency should be counted in tenths. For example, if a teaching position is filled by two part-time persons, each working one half day, count each as 0.5.
- A full-time employee having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 4 hours per day teaching and 2 hours per day counseling should be counted 0.7 for teaching and 0.3 for counseling.

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

- The total FTE counts for instructional staff categories must be reported to the **nearest tenth**, with an **explicit decimal**.

Support Services Staff

Field Name	Multiple	Long
ELMGUI99	082-088	0369-0375
SECGUI989	089-095	0376-0382
TOTGUI99	096-102	0383-0389
LIBSPE99	103-109	0390-0396
LIBSUP99	110-116	0397-0403
LEAADM99	117-123	0404-0410
LEASUP99	124-130	0411-0417
SCHADM99	131-137	0418-0424
SCHSUP99	138-144	0425-0431
STUSUP99	145-151	0432-0438
OTHSUP99	152-158	0439-0445

Include all non-instructional staff (elementary guidance counselors, secondary guidance counselors, total guidance counselors, librarians/media specialists, library/media support staff, LEA administrators, LEA administrative support staff, school administrators, school administrative support staff, student support services staff, all other support staff). For definitions of categories, see Chapter VI, Glossary of Terms. Provide support services staff figures using the following instructions:

- Include only filled positions; count contract positions; exclude vacant positions.
- Count part-time staff in terms of full-time equivalency. Full-time equivalency should be counted in tenths. For example, if a position is filled by two part-time persons, each working one half day, count each as 0.5.
- A full-time employee having more than one assignment should be counted in terms of full-time equivalency in each assignment. For example, a person assigned 4 hours per day teaching and 2 hours per day counseling should be counted 0.7 for teaching and 0.3 for counseling.
- The total FTE counts for instructional staff categories must be reported to the **nearest tenth**, with an **explicit decimal**.

Do not leave blanks. Each field must have an entry - either a numeric value, a code "M," or a code "N."

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

Dropouts by Grade, by Race/Ethnicity, and by Gender

CCD Coordinators must report counts of student dropouts for each local education agency based upon the more detailed instructions found in Appendix F. You may contact Beth Young at NCES (Email: *Beth_Young@ed.gov* or Fax: 202-219-1728) for questions regarding the dropout definition.

Provide counts of students who dropped out of any of the grades 7 through 12. This includes summer dropouts, or “no-shows” (those who were expected, but failed to enroll by October 1 of the previous school year) and regular year dropouts (those who were enrolled at some time during the previous school year, dropped out, and did not re-enroll by October 1 of the current school year).

For example, a student completing grade 8 in 1997-1998 and failing to enroll in grade 9 by October 1, 1998 is reported as a grade 9 dropout for 1998-1999 on the 1999-2000 data file. A student dropping out of grade 10 during the 1998-1999 school year, and not re-enrolled by October 1, 1999 is reported as a grade 10 dropout for 1998-1999 on the 1999-2000 data file.

The count is requested by grade (7-12), by race/ethnicity, and by Gender. Ungraded dropouts should be allocated to the grade most appropriate to their age.

If a grade level is served but there are currently no dropouts, enter a "0" (zero). If the detail (or other value) is not known, enter an "M," and if possible, provide the values for the totals. If a particular grade level is not served, enter an "N." If using the "Multiple" record layout, you may omit records for the grades not within the grade span of that agency.

The **racial/ethnic categories** are used to describe groups to which individuals belong. These categories are mandated for use in all government surveys by the U. S. Office of Management and Budget (OMB). We are unable to use data submitted in any other configuration. Categories do not denote scientific definitions of anthropological origins. Count each student in only one group. The groups used are:

- American Indian/Alaskan Native
- Asian/Pacific Islander
- Hispanic
- Black, Not Hispanic
- White, Not Hispanic

The category that most closely reflects the individual's recognition in the community should be used for purposes of reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms.

PUBLIC ELEMENTARY/SECONDARY EDUCATION AGENCY UNIVERSE SURVEY

Dropouts by Grade, by Race/Ethnicity, by Gender

7th Grade Dropouts

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOTD0799	026-031	0638-0643
AMD07M99	032-037	0644-0649
AMD07F99	038-043	0650-0655
AMD07U99	044-049	0656-0661
ASD07M99	050-055	0662-0667
ASD07F99	056-061	0668-0673
ASD07U99	062-067	0674-0679
HID07M99	068-073	0680-0685
HID07F99	074-079	0686-0691
HID07U99	080-085	0692-0697
BLD07M99	086-091	0698-0703
BLD07F99	092-097	0704-0709
BLD07U99	098-103	0710-0715
WHD07M99	104-109	0716-0721
WHD07F99	110-115	0722-0727
WHD07U99	116-121	0728-0733

10th Grade Dropouts

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOTD1099	026-031	0926-0931
AMD10M99	032-037	0932-0937
AMD10F99	038-043	0938-0943
AMD10U99	044-049	0944-0949
ASD10M99	050-055	0950-0955
ASD10F99	056-061	0956-0961
ASD10U99	062-067	0962-0967
HID10M99	068-073	0968-0973
HID10F99	074-079	0974-0979
HID10U99	080-085	0980-0985
BLD10M99	086-091	0986-0991
BLD10F99	092-097	0992-0997
BLD10U99	098-103	0998-1003
WHD10M99	104-109	1004-1009
WHD10F99	110-115	1010-1015
WHD10U99	116-121	1016-1021

8th Grade Dropouts

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOTD0899	026-031	0734-0739
AMD08M99	032-037	0740-0745
AMD08F99	038-043	0746-0751
AMD08U99	044-049	0752-0757
ASD08M99	050-055	0758-0763
ASD08F99	056-061	0764-0769
ASD08U99	062-067	0770-0775
HID08M99	068-073	0776-0781
HID08F99	074-079	0782-0787
HID08U99	080-085	0788-0793
BLD08M99	086-091	0794-0799
BLD08F99	092-097	0800-0805
BLD08U99	098-103	0806-0811
WHD08M99	104-109	0812-0817
WHD08F99	110-115	0818-0823
WHD08U99	116-121	0824-0829

11th Grade Dropouts

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOTD1199	026-031	1022-1027
AMD11M99	032-037	1028-1033
AMD11F99	038-043	1034-1039
AMD11U99	044-049	1040-1045
ASD11M99	050-055	1046-1051
ASD11F99	056-061	1052-1057
ASD11U99	062-067	1058-1063
HID11M99	068-073	1064-1069
HID11F99	074-079	1070-1075
HID11U99	080-085	1076-1081
BLD11M99	086-091	1082-1087
BLD11F99	092-097	1088-1093
BLD11U99	098-103	1094-1099
WHD11M99	104-109	1100-1105
WHD11F99	110-115	1106-1111
WHD11U99	116-121	1112-1117

9th Grade Dropouts

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOTD0999	026-031	0830-0835
AMD09M99	032-037	0836-0841
AMD09F99	038-043	0842-0847
AMD09U99	044-049	0848-0853
ASD09M99	050-055	0854-0859
ASD09F99	056-061	0860-0865
ASD09U99	062-067	0866-0871
HID09M99	068-073	0872-0877
HID09F99	074-079	0878-0883
HID09U99	080-085	0884-0889
BLD09M99	086-091	0890-0895
BLD09F99	092-097	0896-0901
BLD09U99	098-103	0902-0907
WHD09M99	104-109	0908-0913
WHD09F99	110-115	0914-0919
WHD09U99	116-121	0920-0925

12th Grade Dropouts

<u>Field Name</u>	<u>Multiple</u>	<u>Long</u>
TOTD1299	026-031	1118-1123
AMD12M99	032-037	1124-1129
AMD12F99	038-043	1130-1135
AMD12U99	044-049	1136-1141
ASD12M99	050-055	1142-1147
ASD12F99	056-061	1148-1153
ASD12U99	062-067	1154-1159
HID12M99	068-073	1160-1165
HID12F99	074-079	1166-1171
HID12U99	080-085	1172-1177
BLD12M99	086-091	1178-1183
BLD12F99	092-097	1184-1189
BLD12U99	098-103	1190-1195
WHD12M99	104-109	1196-1201
WHD12F99	110-115	1202-1207
WHD12U99	116-121	1208-1213

IV. STATE NONFISCAL SURVEY

STATE NONFISCAL SURVEY

Purpose

The primary purpose of the State Nonfiscal Survey is to provide basic information on public elementary and secondary school students and staff for each state, the District of Columbia, and the outlying territories with a U.S. relationship. The State Nonfiscal Survey collects state aggregate data.

State aggregate data cover all education agencies providing free public elementary and secondary education within a state. The education agencies included on the State Nonfiscal Survey should be the same as those provided to NCES on the Elementary/ Secondary Education Agency Universe Report. If this conflicts with state law or practice, please note.

Include data for public Regional Education Service Agencies (RESA).

To avoid double counting, do not include data for Bureau of Indian Affairs or Department of Defense on your State Nonfiscal file. These data are reported separately by the appropriate Federal Agencies.

Missing and Not Applicable Data

Missing or not applicable data must be identified in the response using the appropriate code from the list below. Every item in this survey requires a response unless otherwise indicated.

- Use an "M" when the data are missing and where a value is expected, but no value was measured.
- Use an "N" when the data are not applicable and where a value is neither expected nor measured.
- Use a "0" (zero) only for those cases where a numerical value was measured and no quantity was found.

Due Date

This report is due on March 15 of the school year reported. If completed data for all reporting units are not available for timely submission of this report, the CCD Coordinator is to provide estimates for the non-reporting units. If estimated values are reported, an updated complete State Nonfiscal Report is due on or before August 14.

Survey Instruments

A web-based form is available to help you complete the State Nonfiscal Survey. It is located at the address:

<http://www.census.gov/govs/www/ccd.html>

State Education Agency Information

Description	Field Name	Long
State Education Agency Name	SEANAME	009-043
Mailing Address	STREET	044-068
City	CITY	069-086
State Name	STNAME	087-111
Zip Code + 4	ZIP	112-121
Area Code + Phone Number	PHONE	122-135

Provide the State Education Agency Name, Mailing address, City, State Name, Zip Code + 4, and Area Code + phone number.

Instructional Staff

Description	Field Name	Long
Prekindergarten Teachers	B01	136-140
Kindergarten Teachers	B02	141-145
Elementary Teachers	B03	146-151
Secondary Teachers	B04	152-157
Teachers of Ungraded Classes	B05	158-162
Total FTE Teachers	B06	163-168
Instructional Aides	B07	169-173
Instructional Coordinators and Supervisors	B08	174-178

Report Full-time equivalency (FTE) counts rounded to the nearest whole number for each instructional staff category listed. Include all teachers, aides, coordinators and supervisors. For detailed definitions, refer to Chapter VI, Glossary of Terms.

Support Services Staff

Description	Field Name	Long
Elementary Guidance Counselors	C01	179-182
Secondary Guidance Counselors	C02	183-186
Total Guidance	C03	187-190
Librarians/Media Specialists	C04	191-194
Library/Media Support Staff	C05	195-198
LEA Administrators	C06	199-203
LEA Administrative Support Staff	C07	204-208
School Administrators	C08	209-213
School Administrative Support Staff	C09	214-218
Student Support Services Staff	C10	219-223
All Other Support Staff	C11	224-229

Report Full-time equivalency (FTE) counts rounded to the nearest whole number for each support services category listed. Include all non-instructional staff. For definitions of categories, see Chapter VI, Glossary of Terms.

STATE NONFISCAL SURVEY

Student Counts by Grade

Description	Field Name	Long
Prekindergarten	D01	230-235
Kindergarten	D02	236-241
Grade 01	D03	242-247
Grade 02	D04	248-253
Grade 03	D05	254-259
Grade 04	D06	260-265
Grade 05	D07	266-271
Grade 06	D08	272-277
Grade 07	D09	278-283
Grade 08	D10	284-289
Grade 09	D11	290-295
Grade 10	D12	296-301
Grade 11	D13	302-307
Grade 12	D14	308-313
Ungraded	D15	314-319

Provide student membership counts by grade (PK-12, ungraded). The definition of membership is provided in Chapter VI, Glossary of Terms. Assign each student to only one grade level.

Students by Grade, and by Race/Ethnicity

Provide Student counts by grade (PK-12, ungraded) and by Race/Ethnicity.

If a grade level is served but there are currently no students, enter a "0" (zero). If the detail (or other value) is not known, enter an "M," and if possible, provide the values for the totals. If a particular grade level is not served, enter an "N."

The racial/ethnic categories are used to describe groups to which individuals belong. These categories are mandated for use in all government surveys by the U. S. Office of Management and Budget (OMB). We are unable to use data submitted in any other configuration. Categories do not denote scientific definitions of anthropological origins. Count each student in only one group. The groups used are:

American Indian/Alaskan Native
Asian/Pacific Islander
Hispanic
Black, Not Hispanic
White, Not Hispanic

The category that most closely reflects the individual's recognition in the community should be used for purposes of reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms.

High School Completion Counts

Description	Field Name	Long
Diploma Recipients	E01	328-333
	EFILLER	334-339
High School Equivalency Recipients (age 19 or younger)	E02	340-345
Other High School Completers	E03	346-351

Provide counts of diploma recipients, high school equivalency recipients, and other high school completers as described below (*"Other Diploma Recipients" has been removed, therefore, students formerly counted in this category should be moved to the appropriate remaining categories.*):

- **Diploma Recipients:** Graduates who received a diploma during the previous school year and subsequent summer.
- **High School Equivalency Recipients:** Individuals age 19 years or younger who received a high school equivalency certificate during the previous school year and subsequent summer.
- **Other High School Completers:** Individuals who received a certificate of attendance or other certificate of completion in lieu of a diploma during the previous school year and subsequent summer.

High School Completion Counts by Race/Ethnicity

Provide High School Completion Counts (diploma recipients, high school equivalency recipients, and other high school completers) by Race/Ethnicity. If the category is served but there are currently no completers in that category, enter a "0" (zero). If the detail (or other value) is not known, enter an "M," and if possible, provide the values for the totals. If a particular category is not served, enter an "N."

The racial/ethnic categories are used to describe groups to which individuals belong. These categories are mandated for use in all government surveys by the U. S. Office of Management and Budget (OMB). We are unable to use data submitted in any other configuration. Categories do not denote scientific definitions of anthropological origins. Count each student in only one group. The groups used are:

American Indian/Alaskan Native
Asian/Pacific Islander
Hispanic
Black, Not Hispanic
White, Not Hispanic

The category that most closely reflects the individual's recognition in the community should be used for purposes of reporting students who are of mixed racial and/or ethnic origins. The category definitions can be found in Chapter VI, Glossary of Terms.

V. APPENDICES

APPENDIX A-1: SCHOOL UNIVERSE SHUTTLE

National Center for Education Statistics

OMB No. 1850-0067
Expires 10/31/2001

Public School Universe Survey

Description	Item Code		Description	Item Code	
Education agency ID (NCES):	A001	_____	School type code:	C001	_____
Education agency ID (State):	A002	_____	Operational status code:	C002	_____
Name of education agency:	A003	_____	Grade span offered:	C003	_____
School ID (NCES):	B001	_____	Title I school? (1=yes;2=no):	C004	_____
School ID (State):	B002	_____	If yes, school-wide Title I prog	C005	_____
Name of school:	B003	_____	Magnet school? (1=yes;2=no):	C006	_____
Mailing address-			Charter school? (1=yes;2=no):	C007	_____
Street or box number:	B004	_____	Number of teachers (full-time equivalent		
City:	B005	_____	to one decimal place):	C008	_____
State (PO abbreviation):	B006	_____	Number of students eligible for-		
ZIP code + four:	B007	_____	Free lunch:	C009	_____
Area code + phone number:	B008	_____	Reduced-price lunch:	C010	_____
Location address-			Total:	C011	_____
Street address:	B009	_____	Number of migrant students enrolled		
City:	B010	_____	during previous regular school	C012	_____
State (PO abbreviation):	B011	_____			
ZIP code + four:	B012	_____			

Paperwork Burden Statement-- According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0067. The time required to complete this information collection is estimated to average 55.5 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NCES, U.S. Department of Education, 555 New Jersey Avenue, NW, Room 410, Washington D.C. 20208-5651.

APPENDIX A-1: SCHOOL UNIVERSE SHUTTLE

CCD	Description	Item Code	Description	Item Code	Description	Item Code
Public School Universe Survey- page 2	Prekindergarten Students:		Kindergarten Students:		First Grade Students:	
	American Indian or Alaska Native-		American Indian or Alaska Native-		American Indian or Alaska Native-	
	Male: D001	_____	Male: D016	_____	Male: D031	_____
	Female: D002	_____	Female: D017	_____	Female: D032	_____
	Unknown:D003	_____	Unknown:D018	_____	Unknown:D033	_____
	Asian/Pacific Islander-		Asian/Pacific Islander-		Asian/Pacific Islander-	
	Male: D004	_____	Male: D019	_____	Male: D034	_____
	Female: D005	_____	Female: D020	_____	Female: D035	_____
	Unknown:D006	_____	Unknown:D021	_____	Unknown:D036	_____
	Hispanic-		Hispanic-		Hispanic-	
	Male: D007	_____	Male: D022	_____	Male: D037	_____
	Female: D008	_____	Female: D023	_____	Female: D038	_____
	Unknown:D009	_____	Unknown:D024	_____	Unknown:D039	_____
	Black, not Hispanic-		Black, not Hispanic-		Black, not Hispanic-	
	Male: D010	_____	Male: D025	_____	Male: D040	_____
	Female: D011	_____	Female: D026	_____	Female: D041	_____
	Unknown:D012	_____	Unknown:D027	_____	Unknown:D042	_____
	White, not Hispanic-		White, not Hispanic-		White, not Hispanic-	
	Male: D013	_____	Male: D028	_____	Male: D043	_____
	Female: D014	_____	Female: D029	_____	Female: D044	_____
	Unknown:D015	_____	Unknown:D030	_____	Unknown:D045	_____
	Total Prekindergarten-	Total: D241 _____	Total Kindergarten-	Total: D242 _____	Total First Grade-	Total: D243 _____
	Second Grade Students:		Third Grade Students:		Fourth Grade Students:	
	American Indian or Alaska Native-		American Indian or Alaska Native-		American Indian or Alaska Native-	
	Male: D046	_____	Male: D061	_____	Male: D076	_____
	Female: D047	_____	Female: D062	_____	Female: D077	_____
	Unknown:D048	_____	Unknown:D063	_____	Unknown:D078	_____
	Asian/Pacific Islander-		Asian/Pacific Islander-		Asian/Pacific Islander-	
	Male: D049	_____	Male: D064	_____	Male: D079	_____
	Female: D050	_____	Female: D065	_____	Female: D080	_____
	Unknown:D051	_____	Unknown:D066	_____	Unknown:D081	_____
	Hispanic-		Hispanic-		Hispanic-	
	Male: D052	_____	Male: D067	_____	Male: D082	_____
	Female: D053	_____	Female: D068	_____	Female: D083	_____
	Unknown:D054	_____	Unknown:D069	_____	Unknown:D084	_____
	Black, not Hispanic-		Black, not Hispanic-		Black, not Hispanic-	
	Male: D055	_____	Male: D070	_____	Male: D085	_____
	Female: D056	_____	Female: D071	_____	Female: D086	_____
	Unknown:D057	_____	Unknown:D072	_____	Unknown:D087	_____
	White, not Hispanic-		White, not Hispanic-		White, not Hispanic-	
	Male: D058	_____	Male: D073	_____	Male: D088	_____
	Female: D059	_____	Female: D074	_____	Female: D089	_____
	Unknown:D060	_____	Unknown:D075	_____	Unknown:D090	_____
	Total Second Grade-	Total: D244 _____	Total Third Grade-	Total: D245 _____	Total Fourth Grade-	Total: D246 _____

APPENDIX A-1: SCHOOL UNIVERSE SHUTTLE

CCD	Description	Item Code	Description	Item Code	Description	Item Code
Public School Universe Survey- page 3	Fifth Grade Students:		Sixth Grade Students:		Seventh Grade Students:	
	American Indian or Alaska Native-		American Indian or Alaska Native-		American Indian or Alaska Native-	
	Male: D091	_____	Male: D106	_____	Male: D121	_____
	Female: D092	_____	Female: D107	_____	Female: D122	_____
	Unknown:D093	_____	Unknown:D108	_____	Unknown:D123	_____
	Asian/Pacific Islander-		Asian/Pacific Islander-		Asian/Pacific Islander-	
	Male: D094	_____	Male: D109	_____	Male: D124	_____
	Female: D095	_____	Female: D110	_____	Female: D125	_____
	Unknown:D096	_____	Unknown:D111	_____	Unknown:D126	_____
	Hispanic-		Hispanic-		Hispanic-	
	Male: D097	_____	Male: D112	_____	Male: D127	_____
	Female: D098	_____	Female: D113	_____	Female: D128	_____
	Unknown:D099	_____	Unknown:D114	_____	Unknown:D129	_____
	Black, not Hispanic-		Black, not Hispanic-		Black, not Hispanic-	
	Male: D100	_____	Male: D115	_____	Male: D130	_____
	Female: D101	_____	Female: D116	_____	Female: D131	_____
	Unknown:D102	_____	Unknown:D117	_____	Unknown:D132	_____
	White, not Hispanic-		White, not Hispanic-		White, not Hispanic-	
	Male: D103	_____	Male: D118	_____	Male: D133	_____
	Female: D104	_____	Female: D119	_____	Female: D134	_____
	Unknown:D105	_____	Unknown:D120	_____	Unknown:D135	_____
	Total Fifth Grade-	Total: D247	Total Sixth Grade-	Total: D248	Total Seventh Grade-	Total: D249
		_____		_____		_____
	Eighth Grade Students:		Ninth Grade Students:		Tenth Grade Students:	
	American Indian or Alaska Native-		American Indian or Alaska Native-		American Indian or Alaska Native-	
	Male: D136	_____	Male: D151	_____	Male: D166	_____
	Female: D137	_____	Female: D152	_____	Female: D167	_____
	Unknown:D138	_____	Unknown:D153	_____	Unknown:D168	_____
	Asian/Pacific Islander-		Asian/Pacific Islander-		Asian/Pacific Islander-	
	Male: D139	_____	Male: D154	_____	Male: D169	_____
	Female: D140	_____	Female: D155	_____	Female: D170	_____
	Unknown:D141	_____	Unknown:D156	_____	Unknown:D171	_____
	Hispanic-		Hispanic-		Hispanic-	
	Male: D142	_____	Male: D157	_____	Male: D172	_____
	Female: D143	_____	Female: D158	_____	Female: D173	_____
	Unknown:D144	_____	Unknown:D159	_____	Unknown:D174	_____
	Black, not Hispanic-		Black, not Hispanic-		Black, not Hispanic-	
	Male: D145	_____	Male: D160	_____	Male: D175	_____
	Female: D146	_____	Female: D161	_____	Female: D176	_____
	Unknown:D147	_____	Unknown:D162	_____	Unknown:D177	_____
	White, not Hispanic-		White, not Hispanic-		White, not Hispanic-	
	Male: D148	_____	Male: D163	_____	Male: D178	_____
	Female: D149	_____	Female: D164	_____	Female: D179	_____
	Unknown:D150	_____	Unknown:D165	_____	Unknown:D180	_____
	Total Eighth Grade-	Total: D250	Total Ninth Grade-	Total: D251	Total Tenth Grade-	Total: D252
		_____		_____		_____

APPENDIX A-1: SCHOOL UNIVERSE SHUTTLE

CCD	Description	Item Code	Description	Item Code		Description	Item Code
Public School Universe Survey- page 4	Eleventh Grade Students:		Twelfth Grade Students:			Ungraded Students:	
	American Indian or Alaska Native-		American Indian or Alaska Native-			American Indian or Alaska Native-	
	Male: D181	_____	Male: D196	_____		Male: D211	_____
	Female: D182	_____	Female: D197	_____		Female: D212	_____
	Unknown:D183	_____	Unknown:D198	_____		Unknown:D213	_____
	Asian/Pacific Islander-		Asian/Pacific Islander-			Asian/Pacific Islander-	
	Male: D184	_____	Male: D199	_____		Male: D214	_____
	Female: D185	_____	Female: D200	_____		Female: D215	_____
	Unknown:D186	_____	Unknown:D201	_____		Unknown:D216	_____
	Hispanic-		Hispanic-			Hispanic-	
	Male: D187	_____	Male: D202	_____		Male: D217	_____
	Female: D188	_____	Female: D203	_____		Female: D218	_____
	Unknown:D189	_____	Unknown:D204	_____		Unknown:D219	_____
	Black, not Hispanic-		Black, not Hispanic-			Black, not Hispanic-	
	Male: D190	_____	Male: D205	_____		Male: D220	_____
	Female: D191	_____	Female: D206	_____		Female: D221	_____
	Unknown:D192	_____	Unknown:D207	_____		Unknown:D222	_____
	White, not Hispanic-		White, not Hispanic-			White, not Hispanic-	
	Male: D193	_____	Male: D208	_____		Male: D223	_____
	Female: D194	_____	Female: D209	_____		Female: D224	_____
	Unknown:D195	_____	Unknown:D210	_____		Unknown:D225	_____
	Total Eleventh Grade-Total: D253	_____	Total Twelfth Grade- Total: D254	_____		Total Ungraded- Total: D255	_____

If ethnicity by grade is not available,
but ethnicity for the entire school is,
please complete this item:

Total Students:	
American Indian or Alaska Native-	
Male: D226	_____
Female: D227	_____
Unknown:D228	_____
Asian/Pacific Islander-	
Male: D229	_____
Female: D230	_____
Unknown:D231	_____
Hispanic-	
Male: D232	_____
Female: D233	_____
Unknown:D234	_____
Black, not Hispanic-	
Male: D235	_____
Female: D236	_____
Unknown:D237	_____
White, not Hispanic-	
Male: D238	_____
Female: D239	_____
Unknown:D240	_____
Total Students- Total: D256	_____

APPENDIX A-2: EDUCATION AGENCY UNIVERSE SHUTTLE

National Center for Education Statistics

OMB No. 1850-0067
Expires 10/31/2001

Education Agency Universe Survey

Description	Item Code	Description	Item Code
Education agency ID (NCES):	A001 _____	Instructional staff-	
Education agency ID (state):	A002 _____	Prekindergarten teachers:	E001 _____
Name of education agency:	A003 _____	Kindergarten teachers:	E002 _____
Mailing address-		Elementary teachers:	E003 _____
Street or box number:	A004 _____	Secondary teachers:	E004 _____
City:	A005 _____	Teachers of ungraded classes:	E005 _____
State (PO abbreviation):	A006 _____	[Total FTE teachers]:	E006 _____
ZIP code + four:	A007 _____	Instructional aides:	E007 _____
Area code + phone number:	A008 _____	Instructional coordinators	
Location address-		and supervisors:	E008 _____
Street address:	A009 _____	Support services staff-	
City:	A010 _____	Elementary guidance counselors:	F001 _____
State (PO abbreviation):	A011 _____	Secondary guidance counselors:	F002 _____
ZIP code + four:	A012 _____	[Total guidance counselors]:	F003 _____
Education agency type code:	B001 _____	Librarians/media specialists:	F004 _____
Supervisory union number:	B002 _____	Library/media support staff:	F005 _____
County name:	B003 _____	LEA administrators:	F006 _____
FIPS county code (if known):	B004 _____	LEA administrative support staff:	F007 _____
Operational status code:	B005 _____	School administrators:	F008 _____
Grade span offered:	B006 _____	School administrative support:	F009 _____
Student counts- Ungraded	B007 _____	Student support services staff:	F010 _____
PK-12	B008 _____	All other support staff:	F011 _____
		Migrant students served in summer program immediately prior to current school year:	B009 _____
		Students having an IDEA-Part B Individual Education Program (IEP):	C031 _____
		Limited-English-Proficient students served in appropriate programs:	C032 _____

APPENDIX A-2: EDUCATION AGENCY UNIVERSE SHUTTLE

CCD Education Agency Universe Survey Page 2	High school completers (previous year): Diploma recipients: American Indian or Alaska Native- Male: C001 _____ Female: C002 _____ Unknown: C003 _____ Asian/Pacific Islander- Male: C004 _____ Female: C005 _____ Unknown: C006 _____ Hispanic- Male: C007 _____ Female: C008 _____ Unknown: C009 _____ Black, not Hispanic- Male: C010 _____ Female: C011 _____ Unknown: C012 _____ White, not Hispanic- Male: C013 _____ Female: C014 _____ Unknown: C015 _____	Other high school completers: American Indian or Alaska Native- Male: C016 _____ Female: C017 _____ Unknown: C018 _____ Asian/Pacific Islander- Male: C019 _____ Female: C020 _____ Unknown: C021 _____ Hispanic- Male: C022 _____ Female: C023 _____ Unknown: C024 _____ Black, not Hispanic- Male: C025 _____ Female: C026 _____ Unknown: C027 _____ White, not Hispanic- Male: C028 _____ Female: C029 _____ Unknown: C030 _____
	Total Diploma Recipients Total: C033 _____	Total Other HS Completer Total: C034 _____

Paperwork Burden Statement-- According to the Paperwork Reduction Act of 1995, no persons are required to respond to a collection of information unless such collection displays a valid OMB control number. The valid OMB control number for this information collection is 1850-0067. The time required to complete this information collection is estimated to average 40.8 hours per response, including the time to review instructions, search existing data resources, gather the data needed, and complete and review the information collection. If you have any comments concerning the accuracy of the time estimate or suggestions for improving this form, please write to: U.S. Department of Education, Washington, D.C. 20202-4651. If you have comments or concerns regarding the status of your individual submission of this form, write directly to: NCES, U.S. Department of Education, 555 New Jersey Avenue, NW, Room 410, Washington D.C. 20208-5651.

APPENDIX A-2: EDUCATION AGENCY UNIVERSE SHUTTLE

CCD	Description	Item Code	Description	Item Code		Description	Item Code
Education	Seventh Grade Dropouts:		Eighth Grade Dropouts:			Ninth Grade Dropouts:	
Agency	American Indian or Alaska Native-		American Indian or Alaska Native-			American Indian or Alaska Native-	
Universe	Male: D001	_____	Male: D016	_____		Male: D031	_____
Survey-	Female: D002	_____	Female: D017	_____		Female: D032	_____
page 3	Unknown:D003	_____	Unknown:D018	_____		Unknown:D033	_____
	Asian/Pacific Islander-		Asian/Pacific Islander-			Asian/Pacific Islander-	
	Male: D004	_____	Male: D019	_____		Male: D034	_____
	Female: D005	_____	Female: D020	_____		Female: D035	_____
	Unknown:D006	_____	Unknown:D021	_____		Unknown:D036	_____
	Hispanic-		Hispanic-			Hispanic-	
	Male: D007	_____	Male: D022	_____		Male: D037	_____
	Female: D008	_____	Female: D023	_____		Female: D038	_____
	Unknown:D009	_____	Unknown:D024	_____		Unknown:D039	_____
	Black, not Hispanic-		Black, not Hispanic-			Black, not Hispanic-	
	Male: D010	_____	Male: D025	_____		Male: D040	_____
	Female: D011	_____	Female: D026	_____		Female: D041	_____
	Unknown:D012	_____	Unknown:D027	_____		Unknown:D042	_____
	White, not Hispanic-		White, not Hispanic-			White, not Hispanic-	
	Male: D013	_____	Male: D028	_____		Male: D043	_____
	Female: D014	_____	Female: D029	_____		Female: D044	_____
	Unknown:D015	_____	Unknown:D030	_____		Unknown:D045	_____
	Total Seventh Grade-Total: D091	_____	Total Eighth Grade- Total: D092	_____		Total Ninth Grade Total: D093	_____
Tenth Grade Dropouts:			Eleventh Grade Dropouts:			Twelfth Grade Dropouts:	
American Indian or Alaska Native-			American Indian or Alaska Native-			American Indian or Alaska Native-	
Male: D046	_____		Male: D061	_____		Male: D076	_____
Female: D047	_____		Female: D062	_____		Female: D077	_____
Unknown:D048	_____		Unknown:D063	_____		Unknown:D078	_____
Asian/Pacific Islander-			Asian/Pacific Islander-			Asian/Pacific Islander-	
Male: D049	_____		Male: D064	_____		Male: D079	_____
Female: D050	_____		Female: D065	_____		Female: D080	_____
Unknown:D051	_____		Unknown:D066	_____		Unknown:D081	_____
Hispanic-			Hispanic-			Hispanic-	
Male: D052	_____		Male: D067	_____		Male: D082	_____
Female: D053	_____		Female: D068	_____		Female: D083	_____
Unknown:D054	_____		Unknown:D069	_____		Unknown:D084	_____
Black, not Hispanic-			Black, not Hispanic-			Black, not Hispanic-	
Male: D055	_____		Male: D070	_____		Male: D085	_____
Female: D056	_____		Female: D071	_____		Female: D086	_____
Unknown:D057	_____		Unknown:D072	_____		Unknown:D087	_____
White, not Hispanic-			White, not Hispanic-			White, not Hispanic-	
Male: D058	_____		Male: D073	_____		Male: D088	_____
Female: D059	_____		Female: D074	_____		Female: D089	_____
Unknown:D060	_____		Unknown:D075	_____		Unknown:D090	_____
Total Tenth Grade Total: D094	_____		Total Eleventh Grade Total: D095	_____		Total Twelfth Grade Total: D096	_____

APPENDIX A-3: STATE NONFISCAL SHUTTLE

U.S. DEPARTMENT OF EDUCATION OFFICE OF THE ASSISTANT SECRETARY FOR EDUCATION RESEARCH AND IMPROVEMENT NATIONAL CENTER FOR EDUCATION STATISTICS WASHINGTON, D.C. 20208-5651 COMMON CORE OF DATA STATE NONFISCAL SURVEY OF PUBLIC ELEMENTARY AND SECONDARY EDUCATION SCHOOL YEAR 1999-2000	FORM APPROVED OMB No. 1850-0067 EXP. DATE: 12/31/2001 DUE DATE: MARCH 15, 2000		
This report is authorized by law (20 U.S.C. 1221e-1). While you are not required to respond, your cooperation is needed to make the results of this survey comprehensive, accurate, and timely.			
PLEASE complete each cell with a number, 0, N, or M			
A01 NAME OF STATE EDUCATION AGENCY			
A02 MAILING ADDRESS			
A03 CITY			
A04 STATE			
A05 ZIP CODE			
A06 TELEPHONE NUMBER			
B:	INSTRUCTIONAL STAFF	1998-1999 FTE	1999-2000 FTE
B01	PREKINDERGARTEN TEACHERS		
B02	KINDERGARTEN TEACHERS		
B03	ELEMENTARY TEACHERS		
B04	SECONDARY TEACHERS		
B05	TEACHERS OF UNGRADED CLASSES		
B06	TOTAL FTE TEACHERS		
B07	INSTRUCTIONAL AIDES		
B08	INSTRUCTIONAL COORDINATORS AND SUPERVISORS		
C:	SUPPORT SERVICES STAFF	1998-1999 FTE	1999-2000 FTE
C01	ELEMENTARY GUIDANCE COUNSELORS		
C02	SECONDARY GUIDANCE COUNSELORS		
C03	TOTAL GUIDANCE COUNSELORS		
C04	LIBRARIANS/MEDIA SPECIALISTS		
C05	LIBRARY/MEDIA SUPPORT STAFF		
C06	LEA ADMINISTRATORS		
C07	ADMINISTRATIVE SUPPORT STAFF		
C08	SCHOOL ADMINISTRATORS		
C09	SCHOOL ADMINISTRATIVE SUPPORT STAFF		
C10	STUDENT SUPPORT SERVICES STAFF		
C11	ALL OTHER SUPPORT STAFF		

APPENDIX A-3: STATE NONFISCAL SHUTTLE

1998-1999 STUDENT MEMBERSHIP, RACE/ETHNIC BREAKOUT

D: STUDENTS BY GRADE	AM. INDIAN/ ALASKA NAT.	ASIAN/ PAC. ISLANDER	HISPANIC	BLACK, NOT HISPANIC	WHITE, NOT HISPANIC
D01 PK					
D02 K					
D03 GRADE 1					
D04 GRADE 2					
D05 GRADE 3					
D06 GRADE 4					
D07 GRADE 5					
D08 GRADE 6					
D09 GRADE 7					
D10 GRADE 8					
D11 GRADE 9					
D12 GRADE 10					
D13 GRADE 11					
D14 GRADE 12					
D15 UNGRADED					
D16 TOTAL					

1999-2000 STUDENT MEMBERSHIP, RACE/ETHNIC BREAKOUT

D: STUDENTS BY GRADE	AM. INDIAN/ ALASKA NAT.	ASIAN/ PAC. ISLANDER	HISPANIC	BLACK, NOT HISPANIC	WHITE, NOT HISPANIC
D01 PK					
D02 K					
D03 GRADE 1					
D04 GRADE 2					
D05 GRADE 3					
D06 GRADE 4					
D07 GRADE 5					
D08 GRADE 6					
D09 GRADE 7					
D10 GRADE 8					
D11 GRADE 9					
D12 GRADE 10					
D13 GRADE 11					
D14 GRADE 12					
D15 UNGRADED					
D16 TOTAL					

APPENDIX A-3: STATE NONFISCAL SHUTTLE

1997-1998 HIGH SCHOOL COMPLETERS, RACE/ETHNIC BREAKOUT

E:	1997-1998 HIGH SCHOOL COMPLETERS (UNDUPLICATED HEAD COUNT)	AM. INDIAN/ ALASKA NAT.	ASIAN/ PAC. ISLANDER	HISPANIC	BLACK, NOT HISPANIC	WHITE, NOT HISPANIC
E01	DIPLOMA RECIPIENTS					
E02	H.S. EQUIVALENCY					
E03	OTHER H. S. COMPLETER					

1998-99 HIGH SCHOOL COMPLETERS, RACE/ETHNIC BREAKOUT

E:	1998-1999 HIGH SCHOOL COMPLETERS (UNDUPLICATED HEAD COUNT)	AM. INDIAN/ ALASKA NAT.	ASIAN/ PAC. ISLANDER	HISPANIC	BLACK, NOT HISPANIC	WHITE, NOT HISPANIC
E01	DIPLOMA RECIPIENTS					
E02	H.S. EQUIVALENCY					
E03	OTHER H.S. COMPLETER					

APPENDIX A-3: STATE NONFISCAL SHUTTLE

D:	STUDENTS BY GRADE LEVEL	1998-1999 MEMBERSHIP	1999-2000 MEMBERSHIP
D01	PREKINDERGARTEN		
D02	KINDERGARTEN		
D03	GRADE 1		
D04	GRADE 2		
D05	GRADE 3		
D06	GRADE 4		
D07	GRADE 5		
D08	GRADE 6		
D09	GRADE 7		
D10	GRADE 8		
D11	GRADE 9		
D12	GRADE 10		
D13	GRADE 11		
D14	GRADE 12		
D15	UNGRADED		
D16	TOTAL (Sum of lines D1-D15)		
E:	HIGH SCHOOL COMPLETERS	1997-1998 UNDUPLICATED COUNT	1998-1999 UNDUPLICATED COUNT
E01	DIPLOMA RECIPIENTS		
E02	HIGH SCHOOL EQUIV. RECIPIENTS		
E03	OTHER HIGH SCHOOL COMPLETERS		

NOTE: Please review this survey form and be sure that each item is complete.

Person completing survey form

Date

CCD Coordinator

Telephone Number

Return Completed Form to:

Bureau of the Census
Governments Division, CJS Branch
Washington Plaza, Bldg. 2, Room 509
Washington, DC 20233-6800

Fax: 1-888-891-2099

If you have questions about this questionnaire, contact Census Bureau staff on 800-352-7229. Refer to Common Core of Data, State Nonfiscal Survey.

APPENDIX B: ELECTRONIC FILE FORMATS

ASCII Text file format

The School Universe and Education Agency Universe have two possible record layouts: a "Multiple" record layout and a "Long" record layout (see Appendix D). You may use either one. We have also provided a record layout for the State Nonfiscal survey.

Spreadsheet file format (Lotus 1-2-3, Excel, or QuattroPro)

Please designate the version of the spreadsheet package used (e.g. QuattroPro 3.1). All formulas and summary totals should be deleted. Explanatory text, such as column headings, is acceptable. The School Universe has too many fields for one spreadsheet, so you may send "Multiple" spreadsheets/worksheets (similar to the "Multiple" record layout format in Appendix D). Each spreadsheet/worksheet may contain the data for one "record type." For example, sheet 1 = SCID data, sheet 2 = SGPK data, sheet 3 = SGKG data through sheet 17 = SGAL data. For the School Universe, you may send the student totals (SGPK - SG12, SGUG) on one spreadsheet as long as each record contains the proper record type code label, NCES ID number's, and State ID number's. Similarly, for the Agency Universe, the dropout totals (AD07-AD12) may also be sent in one spreadsheet/worksheet.

If you have more records (rows) that can fit on one page, you may use more than one page for that record type.

Database file format (dBase, Access, or Paradox)

Please designate the version of the package used (e.g. dBase V, Access 2.0). Both the School Universe and Agency Universe have too many fields for dBaseIII (the School Universe has too many fields for dBaseIV also). If you use either of these versions, it is necessary to break the file into more than one database. If you are using dBase III or dBase IV, you will have to send "Multiple" databases, splitting the data into the categories listed in the "Multiple" record layout format in Appendix D. For the School Universe, you may send a database for each SCID, SGPK, SGKG, SG01, etc. category. Or, you may send all of the student totals (SGPK - SG12, SGUG) in one database as long as each record contains the proper record type code label, NCES ID number's, and State ID number's. Similarly, the dropout totals for the Agency Universe can also be sent in one database.

If you are using dBaseV, you will not have to worry about splitting the files into more than one database.

SAS file format

Follow the record layout in Appendix D to obtain the Field Lengths. If possible, also use the Field Names provided in Appendix D

APPENDIX C: DATA SUBMISSION METHODS

Internet Submission

Make sure that your file names include your state abbreviation, the year of the data, and the type of data. For example, Alabama's School Universe, Agency Universe, and State Nonfiscal should be *AL99SCH.BCH*, *AL99AGN.BCH*, *AL99SNF.BCH*, respectively.

- There is an FTP (file transfer protocol) "Send a File" page available. The only thing you will need is your email address for the password, and the name of each file you want to send. The page is available at:

<http://www.census.gov/govs/www/ccd.html>

- An alternative is to send your files as e-mail attachments, preferably compressed through PKZIP. In the subject line of your message, please indicate your state and which file(s) you are sending. For example, "*CCD submission from Alabama - School file.*" The email address is:

ccd@census.gov

- The State Nonfiscal Survey may be completed using a web-based form. Passwords have been provided to each Coordinator. This page is available at:

<http://www.census.gov/govs/www/ccd.html>.

Mail Submission

Postage paid, pre-addressed mailing labels are provided for proper delivery of diskette/submissions or other hard copy correspondence.

Federal Express Submission

You may also use Federal Express services to expedite deliveries of diskette submissions or hard copy correspondence. Use the following information:

Census Bureau account number: 1195-7528-1

Address Federal Express packages to:

Bureau of the Census/Governments Division/CJS Branch
8905 Presidential Parkway/WP2/Room 509
Upper Marlboro, MD 20772

If you have any submission questions contact Dell Gray, Julia Naum, or Gloria Lindsey at:

PHONE: 800-352-7229
FAX: 888-891-2099
EMAIL: *ccd@census.gov*

APPENDIX D-1: SCHOOL UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code (SCID)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH99	031-050	20	State School ID
LEANM99	051-110	60	Name of Education Agency
SCHNAM99	111-160	50	Name of School
PHONE99	161-170	10	Telephone Number (Area Code + Phone Number)
MSTREE99	171-200	30	Mailing Address
MCITY99	201-230	30	City
MSTATE99	231-232	2	State (PO Abbreviation)
MZIP99	233-241	9	Zip Code + 4
LSTREE99	242-271	30	Location Address
LCITY99	272-301	30	City
LSTATE99	302-303	2	State (PO Abbreviation)
LZIP99	304-312	9	Zip Code + 4
SCHTYP99	313-313	1	School Type Code
STATUS99	314-314	1	Operational Status Code
GRSPAN99	315-318	4	Grade Span Offered
TITLE199	319-319	1	Title 1 school
STITL199	320-320	1	If yes, School-wide Title 1
MAGNET99	321-321	1	Magnet school
CHARTR99	322-322	1	Charter school
FTE99	323-327	5	Classroom Teachers (1 explicit decimal place)
FRELCH99	328-331	4	Students Eligible for Free Lunch
REDLCH99	332-335	4	Students Eligible for Reduced-Price Lunch
FLE99	336-339	4	Total of Free Lunch and Reduced-Price Lunch Eligible
MIGRNT99	340-343	4	Migrant Students Enrolled in previous year

APPENDIX D-1: SCHOOL UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
Students by Grade, by Race/Ethnicity, and by Gender			
RECTYPE	001-004	4	Record Type Code (SGPK)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH99	031-050	20	State School ID
TOTPK99	051-054	4	Total Prekindergarten students
AMPKM99	055-058	4	Prekindergarten students - American Indian/Alaskan Native - male
AMPKF99	059-062	4	Prekindergarten students - American Indian/Alaskan Native - female
AMPKU99	063-066	4	Prekindergarten students - American Indian/Alaskan Native - gender unknown
ASPKM99	067-070	4	Prekindergarten students - Asian/Pacific Islander - male
ASPKF99	071-074	4	Prekindergarten students - Asian/Pacific Islander - female
ASPKU99	075-078	4	Prekindergarten students - Asian/Pacific Islander - gender unknown
HIPKM99	079-082	4	Prekindergarten students - Hispanic - male
HIPKF99	083-086	4	Prekindergarten students - Hispanic - female
HIPKU99	087-090	4	Prekindergarten students - Hispanic - gender unknown
BLPKM99	091-094	4	Prekindergarten students - Black, not Hispanic - male
BLPKF99	095-098	4	Prekindergarten students - Black, not Hispanic - female
BLPKU99	099-102	4	Prekindergarten students - Black, not Hispanic - gender unknown
WHPKM99	103-106	4	Prekindergarten students - White, not Hispanic - male
WHPKF99	107-110	4	Prekindergarten students - White, not Hispanic - female
WHPKU99	111-114	4	Prekindergarten students - White, not Hispanic - gender unknown
RECTYPE	001-004	4	Record Type Code (SGKG)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH99	031-050	20	State School ID
TOTKG99	051-054	4	Total Kindergarten students
AMKGM99	055-058	4	Kindergarten students - American Indian/Alaskan Native - male
AMKGF99	059-062	4	Kindergarten students - American Indian/Alaskan Native - female
AMKGU99	063-066	4	Kindergarten students - American Indian/Alaskan Native - gender unknown
ASKGM99	067-070	4	Kindergarten students - Asian/Pacific Islander - male
ASKGF99	071-074	4	Kindergarten students - Asian/Pacific Islander - female
ASKGU99	075-078	4	Kindergarten students - Asian/Pacific Islander - gender unknown
HIKGM99	079-082	4	Kindergarten students - Hispanic - male
HIKGF99	083-086	4	Kindergarten students - Hispanic - female
HIKGU99	087-090	4	Kindergarten students - Hispanic - gender unknown
BLKGM99	091-094	4	Kindergarten students - Black, not Hispanic - male
BLKGF99	095-098	4	Kindergarten students - Black, not Hispanic - female
BLKGU99	099-102	4	Kindergarten students - Black, not Hispanic - gender unknown
WHKGM99	103-106	4	Kindergarten students - White, not Hispanic - male
WHKGF99	107-110	4	Kindergarten students - White, not Hispanic - female
WHKGU99	111-114	4	Kindergarten students - White, not Hispanic - gender unknown

APPENDIX D-1: SCHOOL UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code (SG01)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH99	031-050	20	State School ID
TOT0199	051-054	4	Total Grade 1 students
AM01M99	055-058	4	Grade 1 students - American Indian/Alaskan Native - male
AM01F99	059-062	4	Grade 1 students - American Indian/Alaskan Native - female
AM01U99	063-066	4	Grade 1 students - American Indian/Alaskan Native - gender unknown
AS01M99	067-070	4	Grade 1 students - Asian/Pacific Islander - male
AS01F99	071-074	4	Grade 1 students - Asian/Pacific Islander - female
AS01U99	075-078	4	Grade 1 students - Asian/Pacific Islander - gender unknown
HI01M99	079-082	4	Grade 1 students - Hispanic - male
HI01F99	083-086	4	Grade 1 students - Hispanic - female
HI01U99	087-090	4	Grade 1 students - Hispanic - gender unknown
BL01M99	091-094	4	Grade 1 students - Black, not Hispanic - male
BL01F99	095-098	4	Grade 1 students - Black, not Hispanic - female
BL01U99	099-102	4	Grade 1 students - Black, not Hispanic - gender unknown
WH01M99	103-106	4	Grade 1 students - White, not Hispanic - male
WH01F99	107-110	4	Grade 1 students - White, not Hispanic - female
WH01U99	111-114	4	Grade 1 students - White, not Hispanic - gender unknown
RECTYPE	001-004	4	Record Type Code (SG02)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH99	031-050	20	State School ID
TOT0299	051-054	4	Total Grade 2 students
AM02M99	055-058	4	Grade 2 students - American Indian/Alaskan Native - male
AM02F99	059-062	4	Grade 2 students - American Indian/Alaskan Native - female
AM02U99	063-066	4	Grade 2 students - American Indian/Alaskan Native - gender unknown
AS02M99	067-070	4	Grade 2 students - Asian/Pacific Islander - male
AS02F99	071-074	4	Grade 2 students - Asian/Pacific Islander - female
AS02U99	075-078	4	Grade 2 students - Asian/Pacific Islander - gender unknown
HI02M99	079-082	4	Grade 2 students - Hispanic - male
HI02F99	083-086	4	Grade 2 students - Hispanic - female
HI02U99	087-090	4	Grade 2 students - Hispanic - gender unknown
BL02M99	091-094	4	Grade 2 students - Black, not Hispanic - male
BL02F99	095-098	4	Grade 2 students - Black, not Hispanic - female
BL02U99	099-102	4	Grade 2 students - Black, not Hispanic - gender unknown
WH02M99	103-106	4	Grade 2 students - White, not Hispanic - male
WH02F99	107-110	4	Grade 2 students - White, not Hispanic - female
WH02U99	111-114	4	Grade 2 students - White, not Hispanic - gender unknown

Same record layout for grades 3 through 12

Record Type Codes are SG03 through SG12

You may omit records for which the grade is not within the grade span of the school

APPENDIX D-1: SCHOOL UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code - (SGUG)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH99	031-050	20	State School ID
TOTUG99	051-054	4	Total Ungraded students
AMUGM99	055-058	4	Ungraded students - American Indian/Alaskan Native - male
AMUGF99	059-062	4	Ungraded students - American Indian/Alaskan Native - female
AMUGU99	063-066	4	Ungraded students - American Indian/Alaskan Native - gender unknown
ASUGM99	067-070	4	Ungraded students - Asian/Pacific Islander - male
ASUGF99	071-074	4	Ungraded students - Asian/Pacific Islander - female
ASUGU99	075-078	4	Ungraded students - Asian/Pacific Islander - gender unknown
HIUGM99	079-082	4	Ungraded students - Hispanic - male
HIUGF99	083-086	4	Ungraded students - Hispanic - female
HIUGU99	087-090	4	Ungraded students - Hispanic - gender unknown
BLUGM99	091-094	4	Ungraded students - Black, not Hispanic - male
BLUGF99	095-098	4	Ungraded students - Black, not Hispanic - female
BLUGU99	099-102	4	Ungraded students - Black, not Hispanic - gender unknown
WHUGM99	103-106	4	Ungraded students - White, not Hispanic - male
WHUGF99	107-110	4	Ungraded students - White, not Hispanic - female
WHUGU99	111-114	4	Ungraded students - White, not Hispanic - gender unknown
RECTYPE	001-004	4	Record Type Code (SGAL)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
SCHNO	026-030	5	NCES School ID
SEASCH99	031-050	20	State School ID
TOTAL99	051-054	4	Total students, All Grades
AMALM99	055-058	4	Total students, All Grades - American Indian/Alaskan Native - male
AMALF99	059-062	4	Total students, All Grades - American Indian/Alaskan Native - female
AMALU99	063-066	4	Total students, All Grades - American Indian/Alaskan Native - gender unknown
ASALM99	067-070	4	Total students, All Grades - Asian/Pacific Islander - male
ASALF99	071-074	4	Total students, All Grades - Asian/Pacific Islander - female
ASALU99	075-078	4	Total students, All Grades - Asian/Pacific Islander - gender unknown
HIALM99	079-082	4	Total students, All Grades - Hispanic - male
HIALF99	083-086	4	Total students, All Grades - Hispanic - female
HIALU99	087-090	4	Total students, All Grades - Hispanic - gender unknown
BLALM99	091-094	4	Total students, All Grades - Black, not Hispanic - male
BLALF99	095-098	4	Total students, All Grades - Black, not Hispanic - female
BLALU99	099-102	4	Total students, All Grades - Black, not Hispanic - gender unknown
WHALM99	103-106	4	Total students, All Grades - White, not Hispanic - male
WHALF99	107-110	4	Total students, All Grades - White, not Hispanic - female
WHALU99	111-114	4	Total students, All Grades - White, not Hispanic - gender unknown

APPENDIX D-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
LEAID	0001-0007	7	NCES Education Agency ID
STID99	0008-0021	14	State Education Agency ID
SCHNO	0022-0026	5	NCES School ID
SEASCH99	0027-0046	20	State School ID
LEANM99	0047-0106	60	Name of Education Agency
SCHNAM99	0107-0156	50	Name of School
PHONE99	0157-0166	10	Telephone number (Area Code + Phone Number)
MSTREE99	0167-0196	30	Mailing Address
MCITY99	0197-0226	30	City
MSTATE99	0227-0228	2	State (PO Abbreviation)
MZIP99	0229-0237	9	ZIP Code + 4
LSTREE99	0238-0267	30	Location Address
LCITY99	0268-0297	30	City
LSTATE99	0298-0299	2	State (PO Abbreviation)
LZIP99	0300-0308	9	ZIP Code + 4
SCHTYP99	0309-0309	1	School Type Code
STATUS99	0310-0310	1	Operational Status Code
GRSPAN99	0311-0314	4	Grade Span Offered
TITLE199	0315-0315	1	Title 1 School?
STITL199	0316-0316	1	If yes, school-wide Title 1?
MAGNET99	0317-0317	1	Magnet school?
CHARTR99	0318-0318	1	Charter school?
FTE99	0319-0323	5	Classroom Teachers (1 explicit decimal place)
FRELCH99	0324-0327	4	Students Eligible for Free Lunch
REDLCH99	0328-0331	4	Students Eligible for Reduced-Price Lunch
FLE99	0332-0335	4	Total of Free Lunch Eligible and Reduced-Price Lunch Eligible
MIGRNT99	0336-0339	4	Migrant students enrolled in previous year

APPENDIX D-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
Students by Grade, by Race/Ethnicity, and by Gender:			
TOTPK99	0340-0343	4	Total Prekindergarten students
AMPKM99	0344-0347	4	Prekindergarten students - American Indian/Alaskan Native - male
AMPKF99	0348-0351	4	Prekindergarten students - American Indian/Alaskan Native - female
AMPKU99	0352-0355	4	Prekindergarten students - American Indian/Alaskan Native - gender unknown
ASPKM99	0356-0359	4	Prekindergarten students - Asian/Pacific Islander - male
ASPKF99	0360-0363	4	Prekindergarten students - Asian/Pacific Islander - female
ASPKU99	0364-0367	4	Prekindergarten students - Asian/Pacific Islander - gender unknown
HIPKM99	0368-0371	4	Prekindergarten students - Hispanic - male
HIPKF99	0372-0375	4	Prekindergarten students - Hispanic - female
HIPKU99	0376-0379	4	Prekindergarten students - Hispanic - gender unknown
BLPKM99	0380-0383	4	Prekindergarten students - Black, not Hispanic - male
BLPKF99	0384-0387	4	Prekindergarten students - Black, not Hispanic - female
BLPKU99	0388-0391	4	Prekindergarten students - Black, not Hispanic - gender unknown
WHPKM99	0392-0395	4	Prekindergarten students - White, not Hispanic - male
WHPKF99	0396-0399	4	Prekindergarten students - White, not Hispanic - female
WHPKU99	0400-0403	4	Prekindergarten students - White, not Hispanic - gender unknown
TOTKG99	0404-0407	4	Total Kindergarten students
AMKGM99	0408-0411	4	Kindergarten students - American Indian/Alaskan Native - male
AMKGF99	0412-0415	4	Kindergarten students - American Indian/Alaskan Native - female
AMKGU99	0416-0419	4	Kindergarten students - American Indian/Alaskan Native - gender unknown
ASKGM99	0420-0423	4	Kindergarten students - Asian/Pacific Islander - male
ASKGF99	0424-0427	4	Kindergarten students - Asian/Pacific Islander - female
ASKGU99	0428-0431	4	Kindergarten students - Asian/Pacific Islander - gender unknown
HIKGM99	0432-0435	4	Kindergarten students - Hispanic - male
HIKGF99	0436-0439	4	Kindergarten students - Hispanic - female
HIKGU99	0440-0443	4	Kindergarten students - Hispanic - gender unknown
BLKGM99	0444-0447	4	Kindergarten students - Black, not Hispanic - male
BLKGF99	0448-0451	4	Kindergarten students - Black, not Hispanic - female
BLKGU99	0452-0455	4	Kindergarten students - Black, not Hispanic - gender unknown
WHKGM99	0456-0459	4	Kindergarten students - White, not Hispanic - male
WHKGF99	0460-0463	4	Kindergarten students - White, not Hispanic - female
WHKGU99	0464-0467	4	Kindergarten students - White, not Hispanic - gender unknown
TOT0199	0468-0471	4	Total Grade 1 students
AM01M99	0472-0475	4	Grade 1 students - American Indian/Alaskan Native - male
AM01F99	0476-0479	4	Grade 1 students - American Indian/Alaskan Native - female
AM01U99	0480-0483	4	Grade 1 students - American Indian/Alaskan Native - gender unknown
AS01M99	0484-0487	4	Grade 1 students - Asian/Pacific Islander - male
AS01F99	0488-0491	4	Grade 1 students - Asian/Pacific Islander - female
AS01U99	0492-0495	4	Grade 1 students - Asian/Pacific Islander - gender unknown
HI01M99	0496-0499	4	Grade 1 students - Hispanic - male
HI01F99	0500-0503	4	Grade 1 students - Hispanic - female
HI01U99	0504-0507	4	Grade 1 students - Hispanic - gender unknown
BL01M99	0508-0511	4	Grade 1 students - Black, not Hispanic - male
BL01F99	0512-0515	4	Grade 1 students - Black, not Hispanic - female
BL01U99	0516-0519	4	Grade 1 students - Black, not Hispanic - gender unknown
WH01M99	0520-0523	4	Grade 1 students - White, not Hispanic - male
WH01F99	0524-0527	4	Grade 1 students - White, not Hispanic - female
WH01U99	0528-0531	4	Grade 1 students - White, not Hispanic - gender unknown

APPENDIX D-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
TOT0299	0532-0535	4	Total Grade 2 students
AM02M99	0536-0539	4	Grade 2 students - American Indian/Alaskan Native - male
AM02F99	0540-0543	4	Grade 2 students - American Indian/Alaskan Native - female
AM02U99	0544-0547	4	Grade 2 students - American Indian/Alaskan Native - gender unknown
AS02M99	0548-0551	4	Grade 2 students - Asian/Pacific Islander - male
AS02F99	0552-0555	4	Grade 2 students - Asian/Pacific Islander - female
AS02U99	0556-0559	4	Grade 2 students - Asian/Pacific Islander - gender unknown
HI02M99	0560-0563	4	Grade 2 students - Hispanic - male
HI02F99	0564-0567	4	Grade 2 students - Hispanic - female
HI02U99	0568-0571	4	Grade 2 students - Hispanic - gender unknown
BL02M99	0572-0575	4	Grade 2 students - Black, not Hispanic - male
BL02F99	0576-0579	4	Grade 2 students - Black, not Hispanic - female
BL02U99	0580-0583	4	Grade 2 students - Black, not Hispanic - gender unknown
WH02M99	0584-0587	4	Grade 2 students - White, not Hispanic - male
WH02F99	0588-0591	4	Grade 2 students - White, not Hispanic - female
WH02U99	0592-0595	4	Grade 2 students - White, not Hispanic - gender unknown
TOT0399	0596-0599	4	Total Grade 3 students
AM03M99	0600-0603	4	Grade 3 students - American Indian/Alaskan Native - male
AM03F99	0604-0607	4	Grade 3 students - American Indian/Alaskan Native - female
AM03U99	0608-0611	4	Grade 3 students - American Indian/Alaskan Native - gender unknown
AS03M99	0612-0615	4	Grade 3 students - Asian/Pacific Islander - male
AS03F99	0616-0619	4	Grade 3 students - Asian/Pacific Islander - female
AS03U99	0620-0623	4	Grade 3 students - Asian/Pacific Islander - gender unknown
HI03M99	0624-0627	4	Grade 3 students - Hispanic - male
HI03F99	0628-0631	4	Grade 3 students - Hispanic - female
HI03U99	0632-0635	4	Grade 3 students - Hispanic - gender unknown
BL03M99	0636-0639	4	Grade 3 students - Black, not Hispanic - male
BL03F99	0640-0643	4	Grade 3 students - Black, not Hispanic - female
BL03U99	0644-0647	4	Grade 3 students - Black, not Hispanic - gender unknown
WH03M99	0648-0651	4	Grade 3 students - White, not Hispanic - male
WH03F99	0652-0655	4	Grade 3 students - White, not Hispanic - female
WH03U99	0656-0659	4	Grade 3 students - White, not Hispanic - gender unknown
TOT0499	0660-0663	4	Total Grade 4 students
AM04M99	0664-0667	4	Grade 4 students - American Indian/Alaskan Native - male
AM04F99	0668-0671	4	Grade 4 students - American Indian/Alaskan Native - female
AM04U99	0672-0675	4	Grade 4 students - American Indian/Alaskan Native - gender unknown
AS04M99	0676-0679	4	Grade 4 students - Asian/Pacific Islander - male
AS04F99	0680-0683	4	Grade 4 students - Asian/Pacific Islander - female
AS04U99	0684-0687	4	Grade 4 students - Asian/Pacific Islander - gender unknown
HI04M99	0688-0691	4	Grade 4 students - Hispanic - male
HI04F99	0692-0695	4	Grade 4 students - Hispanic - female
HI04U99	0696-0699	4	Grade 4 students - Hispanic - gender unknown
BL04M99	0700-0703	4	Grade 4 students - Black, not Hispanic - male
BL04F99	0704-0707	4	Grade 4 students - Black, not Hispanic - female
BL04U99	0708-0711	4	Grade 4 students - Black, not Hispanic - gender unknown
WH04M99	0712-0715	4	Grade 4 students - White, not Hispanic - male
WH04F99	0716-0719	4	Grade 4 students - White, not Hispanic - female
WH04U99	0720-0723	4	Grade 4 students - White, not Hispanic - gender unknown

APPENDIX D-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
TOT0599	0724-0727	4	Total Grade 5 students
AM05M99	0728-0731	4	Grade 5 students - American Indian/Alaskan Native - male
AM05F99	0732-0735	4	Grade 5 students - American Indian/Alaskan Native - female
AM05U99	0736-0739	4	Grade 5 students - American Indian/Alaskan Native - gender unknown
AS05M99	0740-0743	4	Grade 5 students - Asian/Pacific Islander - male
AS05F99	0744-0747	4	Grade 5 students - Asian/Pacific Islander - female
AS05U99	0748-0751	4	Grade 5 students - Asian/Pacific Islander - gender unknown
HI05M99	0752-0755	4	Grade 5 students - Hispanic - male
HI05F99	0756-0759	4	Grade 5 students - Hispanic - female
HI05U99	0760-0763	4	Grade 5 students - Hispanic - gender unknown
BL05M99	0764-0767	4	Grade 5 students - Black, not Hispanic - male
BL05F99	0768-0771	4	Grade 5 students - Black, not Hispanic - female
BL05U99	0772-0775	4	Grade 5 students - Black, not Hispanic - gender unknown
WH05M99	0776-0779	4	Grade 5 students - White, not Hispanic - male
WH05F99	0780-0783	4	Grade 5 students - White, not Hispanic - female
WH05U99	0784-0787	4	Grade 5 students - White, not Hispanic - gender unknown
TOT0699	0788-0791	4	Total Grade 6 students
AM06M99	0792-0795	4	Grade 6 students - American Indian/Alaskan Native - male
AM06F99	0796-0799	4	Grade 6 students - American Indian/Alaskan Native - female
AM06U99	0800-0803	4	Grade 6 students - American Indian/Alaskan Native - gender unknown
AS06M99	0804-0807	4	Grade 6 students - Asian/Pacific Islander - male
AS06F99	0808-0811	4	Grade 6 students - Asian/Pacific Islander - female
AS06U99	0812-0815	4	Grade 6 students - Asian/Pacific Islander - gender unknown
HI06M99	0816-0819	4	Grade 6 students - Hispanic - male
HI06F99	0820-0823	4	Grade 6 students - Hispanic - female
HI06U99	0824-0827	4	Grade 6 students - Hispanic - gender unknown
BL06M99	0828-0831	4	Grade 6 students - Black, not Hispanic - male
BL06F99	0832-0835	4	Grade 6 students - Black, not Hispanic - female
BL06U99	0836-0839	4	Grade 6 students - Black, not Hispanic - gender unknown
WH06M99	0840-0843	4	Grade 6 students - White, not Hispanic - male
WH06F99	0844-0847	4	Grade 6 students - White, not Hispanic - female
WH06U99	0848-0851	4	Grade 6 students - White, not Hispanic - gender unknown
TOT0799	0852-0855	4	Total Grade 7 students
AM07M99	0856-0859	4	Grade 7 students - American Indian/Alaskan Native - male
AM07F99	0860-0863	4	Grade 7 students - American Indian/Alaskan Native - female
AM07U99	0864-0867	4	Grade 7 students - American Indian/Alaskan Native - gender unknown
AS07M99	0868-0871	4	Grade 7 students - Asian/Pacific Islander - male
AS07F99	0872-0875	4	Grade 7 students - Asian/Pacific Islander - female
AS07U99	0876-0879	4	Grade 7 students - Asian/Pacific Islander - gender unknown
HI07M99	0880-0883	4	Grade 7 students - Hispanic - male
HI07F99	0884-0887	4	Grade 7 students - Hispanic - female
HI07U99	0888-0891	4	Grade 7 students - Hispanic - gender unknown
BL07M99	0892-0895	4	Grade 7 students - Black, not Hispanic - male
BL07F99	0896-0899	4	Grade 7 students - Black, not Hispanic - female
BL07U99	0900-0903	4	Grade 7 students - Black, not Hispanic - gender unknown
WH07M99	0904-0907	4	Grade 7 students - White, not Hispanic - male
WH07F99	0908-0911	4	Grade 7 students - White, not Hispanic - female
WH07U99	0912-0915	4	Grade 7 students - White, not Hispanic - gender unknown

APPENDIX D-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
TOT0899	0916-0919	4	Total Grade 8 students
AM08M99	0920-0923	4	Grade 8 students - American Indian/Alaskan Native - male
AM08F99	0924-0927	4	Grade 8 students - American Indian/Alaskan Native - female
AM08U99	0928-0931	4	Grade 8 students - American Indian/Alaskan Native - gender unknown
AS08M99	0932-0935	4	Grade 8 students - Asian/Pacific Islander - male
AS08F99	0936-0939	4	Grade 8 students - Asian/Pacific Islander - female
AS08U99	0940-0943	4	Grade 8 students - Asian/Pacific Islander - gender unknown
HI08M99	0944-0947	4	Grade 8 students - Hispanic - male
HI08F99	0948-0951	4	Grade 8 students - Hispanic - female
HI08U99	0952-0955	4	Grade 8 students - Hispanic - gender unknown
BL08M99	0956-0959	4	Grade 8 students - Black, not Hispanic - male
BL08F99	0960-0963	4	Grade 8 students - Black, not Hispanic - female
BL08U99	0964-0967	4	Grade 8 students - Black, not Hispanic - gender unknown
WH08M99	0968-0971	4	Grade 8 students - White, not Hispanic - male
WH08F99	0972-0975	4	Grade 8 students - White, not Hispanic - female
WH08U99	0976-0979	4	Grade 8 students - White, not Hispanic - gender unknown
TOT0999	0980-0983	4	Total Grade 9 students
AM09M99	0984-0987	4	Grade 9 students - American Indian/Alaskan Native - male
AM09F99	0988-0991	4	Grade 9 students - American Indian/Alaskan Native - female
AM09U99	0992-0995	4	Grade 9 students - American Indian/Alaskan Native - gender unknown
AS09M99	0996-0999	4	Grade 9 students - Asian/Pacific Islander - male
AS09F99	1000-1003	4	Grade 9 students - Asian/Pacific Islander - female
AS09U99	1004-1007	4	Grade 9 students - Asian/Pacific Islander - gender unknown
HI09M99	1008-1011	4	Grade 9 students - Hispanic - male
HI09F99	1012-1015	4	Grade 9 students - Hispanic - female
HI09U99	1016-1019	4	Grade 9 students - Hispanic - gender unknown
BL09M99	1020-1023	4	Grade 9 students - Black, not Hispanic - male
BL09F99	1024-1027	4	Grade 9 students - Black, not Hispanic - female
BL09U99	1028-1031	4	Grade 9 students - Black, not Hispanic - gender unknown
WH09M99	1032-1035	4	Grade 9 students - White, not Hispanic - male
WH09F99	1036-1039	4	Grade 9 students - White, not Hispanic - female
WH09U99	1040-1043	4	Grade 9 students - White, not Hispanic - gender unknown
TOT1099	1044-1047	4	Total Grade 10 students
AM10M99	1048-1051	4	Grade 10 students - American Indian/Alaskan Native - male
AM10F99	1052-1055	4	Grade 10 students - American Indian/Alaskan Native - female
AM10U99	1056-1059	4	Grade 10 students - American Indian/Alaskan Native - gender unknown
AS10M99	1060-1063	4	Grade 10 students - Asian/Pacific Islander - male
AS10F99	1064-1067	4	Grade 10 students - Asian/Pacific Islander - female
AS10U99	1068-1071	4	Grade 10 students - Asian/Pacific Islander - gender unknown
HI10M99	1072-1075	4	Grade 10 students - Hispanic - male
HI10F99	1076-1079	4	Grade 10 students - Hispanic - female
HI10U99	1080-1083	4	Grade 10 students - Hispanic - gender unknown
BL10M99	1084-1087	4	Grade 10 students - Black, not Hispanic - male
BL10F99	1088-1091	4	Grade 10 students - Black, not Hispanic - female
BL10U99	1092-1095	4	Grade 10 students - Black, not Hispanic - gender unknown
WH10M99	1096-1099	4	Grade 10 students - White, not Hispanic - male
WH10F99	1100-1103	4	Grade 10 students - White, not Hispanic - female
WH10U99	1104-1107	4	Grade 10 students - White, not Hispanic - gender unknown

APPENDIX D-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
TOT1199	1108-1111	4	Total Grade 11 students
AM11M99	1112-1115	4	Grade 11 students - American Indian/Alaskan Native - male
AM11F99	1116-1119	4	Grade 11 students - American Indian/Alaskan Native - female
AM11U99	1120-1123	4	Grade 11 students - American Indian/Alaskan Native - gender unknown
AS11M99	1124-1127	4	Grade 11 students - Asian/Pacific Islander - male
AS11F99	1128-1131	4	Grade 11 students - Asian/Pacific Islander - female
AS11U99	1132-1135	4	Grade 11 students - Asian/Pacific Islander - gender unknown
HI11M99	1136-1139	4	Grade 11 students - Hispanic - male
HI11F99	1140-1143	4	Grade 11 students - Hispanic - female
HI11U99	1144-1147	4	Grade 11 students - Hispanic - gender unknown
BL11M99	1148-1151	4	Grade 11 students - Black, not Hispanic - male
BL11F99	1152-1155	4	Grade 11 students - Black, not Hispanic - female
BL11U99	1156-1159	4	Grade 11 students - Black, not Hispanic - gender unknown
WH11M99	1160-1163	4	Grade 11 students - White, not Hispanic - male
WH11F99	1164-1167	4	Grade 11 students - White, not Hispanic - female
WH11U99	1168-1171	4	Grade 11 students - White, not Hispanic - gender unknown
TOT1299	1172-1175	4	Total Grade 12 students
AM12M99	1176-1179	4	Grade 12 students - American Indian/Alaskan Native - male
AM12F99	1180-1183	4	Grade 12 students - American Indian/Alaskan Native - female
AM12U99	1184-1187	4	Grade 12 students - American Indian/Alaskan Native - gender unknown
AS12M99	1188-1191	4	Grade 12 students - Asian/Pacific Islander - male
AS12F99	1192-1195	4	Grade 12 students - Asian/Pacific Islander - female
AS12U99	1196-1199	4	Grade 12 students - Asian/Pacific Islander - gender unknown
HI12M99	1200-1203	4	Grade 12 students - Hispanic - male
HI12F99	1204-1207	4	Grade 12 students - Hispanic - female
HI12U99	1208-1211	4	Grade 12 students - Hispanic - gender unknown
BL12M99	1212-1215	4	Grade 12 students - Black, not Hispanic - male
BL12F99	1216-1219	4	Grade 12 students - Black, not Hispanic - female
BL12U99	1220-1223	4	Grade 12 students - Black, not Hispanic - gender unknown
WH12M99	1224-1227	4	Grade 12 students - White, not Hispanic - male
WH12F99	1228-1231	4	Grade 12 students - White, not Hispanic - female
WH12U99	1232-1235	4	Grade 12 students - White, not Hispanic - gender unknown
TOTUG99	1236-1239	4	Total Ungraded students
AMUGM99	1240-1243	4	Ungraded students - American Indian/Alaskan Native - male
AMUGF99	1244-1247	4	Ungraded students - American Indian/Alaskan Native - female
AMUGU99	1248-1251	4	Ungraded students - American Indian/Alaskan Native - gender unknown
ASUGM99	1252-1255	4	Ungraded students - Asian/Pacific Islander - male
ASUGF99	1256-1259	4	Ungraded students - Asian/Pacific Islander - female
ASUGU99	1260-1263	4	Ungraded students - Asian/Pacific Islander - gender unknown
HIUGM99	1264-1267	4	Ungraded students - Hispanic - male
HIUGF99	1268-1271	4	Ungraded students - Hispanic - female
HIUGU99	1272-1275	4	Ungraded students - Hispanic - gender unknown
BLUGM99	1276-1279	4	Ungraded students - Black, not Hispanic - male
BLUGF99	1280-1283	4	Ungraded students - Black, not Hispanic - female
BLUGU99	1284-1287	4	Ungraded students - Black, not Hispanic - gender unknown
WHUGM99	1288-1291	4	Ungraded students - White, not Hispanic - male
WHUGF99	1292-1295	4	Ungraded students - White, not Hispanic - female
WHUGU99	1296-1299	4	Ungraded students - White, not Hispanic - gender unknown

APPENDIX D-1: SCHOOL UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
TOTAL99	1300-1303	4	Total students, All Grades
AMALM99	1304-1307	4	Total students, All Grades - American Indian/Alaskan Native - male
AMALF99	1308-1311	4	Total students, All Grades - American Indian/Alaskan Native - female
AMALU99	1312-1315	4	Total students, All Grades - American Indian/Alaskan Native - gender unknown
ASALM99	1316-1319	4	Total students, All Grades - Asian/Pacific Islander - male
ASALF99	1320-1323	4	Total students, All Grades - Asian/Pacific Islander - female
ASALU99	1324-1327	4	Total students, All Grades - Asian/Pacific Islander - gender unknown
HIALM99	1328-1331	4	Total students, All Grades - Hispanic - male
HIALF99	1332-1335	4	Total students, All Grades - Hispanic - female
HIALU99	1336-1339	4	Total students, All Grades - Hispanic - gender unknown
BLALM99	1340-1343	4	Total students, All Grades - Black, not Hispanic - male
BLALF99	1344-1347	4	Total students, All Grades - Black, not Hispanic - female
BLALU99	1348-1351	4	Total students, All Grades - Black, not Hispanic - gender unknown
WHALM99	1352-1355	4	Total students, All Grades - White, not Hispanic - male
WHALF99	1356-1359	4	Total students, All Grades - White, not Hispanic - female
WHALU99	1360-1363	4	Total students, All Grades - White, not Hispanic - gender unknown

APPENDIX D-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code (AGID)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
NAME99	026-085	60	Name of Education Agency
PHONE99	086-095	10	Telephone Number (Area Code + Phone Number)
MSTREE99	096-125	30	Mailing Address
MCITY99	126-155	30	City
MSTATE99	156-157	2	State (PO Abbreviation)
MZIP99	158-166	9	ZIP Code + 4
LSTREE99	167-196	30	Location Address
LCITY99	197-226	30	City
LSTATE99	227-228	2	State (PO Abbreviation)
LZIP99	229-237	9	ZIP Code + 4
AGTYPE99	238-238	1	Education Agency Type Code
UNION99	239-241	3	Supervisory Union ID Number
CONAME99	242-271	30	County Name
CONUM99	272-276	5	FIPS County Code
BOUND99	277-277	1	Operational Status Code
GSPAN99	278-281	4	Grade Span Offered
Students:			
UG99	282-288	7	Ungraded
PK1299	289-295	7	PK-12
MIGRNT99	296-302	7	Migrant Students served in a Summer Program
SPECED99	303-309	7	Special Education - Individual Education Program (IEP)
LEP99	310-316	7	Limited-English-Proficient
Staff (one explicit decimal place):			
RECTYPE	001-004	4	Record type code (ASTF)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
PKTCH99	026-032	7	Prekindergarten Teachers
KGTCH99	033-039	7	Kindergarten Teachers
ELMTCH99	040-046	7	Elementary Teachers
SECTCH99	047-053	7	Secondary Teachers
UGTCH99	054-060	7	Teachers of Ungraded Classes
TOTTCH99	061-067	7	Total FTE Teachers
AIDES99	068-074	7	Instructional Aides
CORSUP99	075-081	7	Instructional Coordinators & Supervisors
ELMGUI99	082-088	7	Elementary Guidance Counselors
SECGUI99	089-095	7	Secondary Guidance Counselors
TOTGUI99	096-102	7	Total Guidance
LIBSPE99	103-109	7	Librarians/Media Specialists
LIBSUP99	110-116	7	Library/Media Support Staff
LEAADM	117-123	7	LEA Administrators
LEASUP99	124-130	7	LEA Administrative Support Staff
SCHADM99	131-137	7	School Administrators
SCHSUP99	138-144	7	School Administrative Support Staff
STUSUP99	145-151	7	Student Support Services Staff

APPENDIX D-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
Diploma Recipients by Race/Ethnicity, and by Gender:			
RECTYPE	001-004	4	Record Type Code (ADPL)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
TOTDPL99	026-031	6	Total Diploma Recipients
AMDPLM99	032-037	6	Diploma Recipients - American Indian/Alaskan Native - male
AMDPLF99	038-043	6	Diploma Recipients - American Indian/Alaskan Native - female
AMDPLU99	044-049	6	Diploma Recipients - American Indian/Alaskan Native - gender unknown
ASDPLM99	050-055	6	Diploma Recipients - Asian/Pacific Islander - male
ASDPLF99	056-061	6	Diploma Recipients - Asian/Pacific Islander - female
ASDPLU99	062-067	6	Diploma Recipients - Asian/Pacific Islander - gender unknown
HIDPLM99	068-073	6	Diploma Recipients - Hispanic - male
HIDPLF99	074-079	6	Diploma Recipients - Hispanic - female
HIDPLU99	080-085	6	Diploma Recipients - Hispanic - gender unknown
BLDPLM99	086-091	6	Diploma Recipients - Black, not Hispanic - male
BLDPLF99	092-097	6	Diploma Recipients - Black, not Hispanic - female
BLDPLU99	098-103	6	Diploma Recipients - Black, not Hispanic - gender unknown
WHDPLM99	104-109	6	Diploma Recipients - White, not Hispanic - male
WHDPLF99	110-115	6	Diploma Recipients - White, not Hispanic - female
WHDPLU99	116-121	6	Diploma Recipients - White, not Hispanic - gender unknown
Other High School Completers by Race/Ethnicity, and by Gender:			
RECTYPE	001-004	4	Record Type Code (AOHC)
LEAID	005-011	7	NCES Education Agency ID
STID98	012-025	14	State Education Agency ID
TOTOHC99	026-031	6	Total Other High School Completers
AMOHCM99	032-037	6	Other High School Completers - American Indian/Alaskan Native - male
AMOHCF99	038-043	6	Other High School Completers - American Indian/Alaskan Native - female
AMOHCU99	044-049	6	Other High School Completers - American Indian/Alaskan Native - gender unkn
ASOHCM99	050-055	6	Other High School Completers - Asian/Pacific Islander - male
ASOHCF99	056-061	6	Other High School Completers - Asian/Pacific Islander - female
ASOHCU99	062-067	6	Other High School Completers - Asian/Pacific Islander - gender unknown
HIOHCM99	068-073	6	Other High School Completers - Hispanic - male
HIOHCF99	074-079	6	Other High School Completers - Hispanic - female
HIOHCU99	080-085	6	Other High School Completers - Hispanic - gender unknown
BLOHCM99	086-091	6	Other High School Completers - Black, not Hispanic - male
BLOHCF99	092-097	6	Other High School Completers - Black, not Hispanic - female
BLOHCU99	098-103	6	Other High School Completers - Black, not Hispanic - gender unknown
WHOHCM99	104-109	6	Other High School Completers - White, not Hispanic - male
WHOHCF99	110-115	6	Other High School Completers - White, not Hispanic - female
WHOHCU99	116-121	6	Other High School Completers - White, not Hispanic - gender unknown

APPENDIX D-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
Dropouts by Grade, by Race/Ethnicity, and by Gender:			
RECTYPE	001-004	4	Record Type Code (AD07)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
TOTD0799	026-031	6	Total Grade 7 dropouts
AMD07M99	032-037	6	Grade 7 dropouts - American Indian/Alaskan Native - male
AMD07F99	038-043	6	Grade 7 dropouts - American Indian/Alaskan Native - female
AMD07U99	044-049	6	Grade 7 dropouts - American Indian/Alaskan Native - gender unknown
ASD07M99	050-055	6	Grade 7 dropouts - Asian/Pacific Islander - male
ASD07F99	056-061	6	Grade 7 dropouts - Asian/Pacific Islander - female
ASD07U99	062-067	6	Grade 7 dropouts - Asian/Pacific Islander - gender unknown
HID07M99	068-073	6	Grade 7 dropouts - Hispanic - male
HID07F99	074-079	6	Grade 7 dropouts - Hispanic - female
HID07U99	080-085	6	Grade 7 dropouts - Hispanic - gender unknown
BLD07M99	086-091	6	Grade 7 dropouts - Black, not Hispanic - male
BLD07F99	092-097	6	Grade 7 dropouts - Black, not Hispanic - female
BLD07U99	098-103	6	Grade 7 dropouts - Black, not Hispanic - gender unknown
WHD07M99	104-109	6	Grade 7 dropouts - White, not Hispanic - male
WHD07F99	110-115	6	Grade 7 dropouts - White, not Hispanic - female
WHD07U99	116-121	6	Grade 7 dropouts - White, not Hispanic - gender unknown
RECTYPE	001-004	4	Record Type Code (AD08)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
TOTD0899	026-031	6	Total Grade 8 dropouts
AMD08M99	032-037	6	Grade 8 dropouts - American Indian/Alaskan Native - male
AMD08F99	038-043	6	Grade 8 dropouts - American Indian/Alaskan Native - female
AMD08U99	044-049	6	Grade 8 dropouts - American Indian/Alaskan Native - gender unknown
ASD08M99	050-055	6	Grade 8 dropouts - Asian/Pacific Islander - male
ASD08F99	056-061	6	Grade 8 dropouts - Asian/Pacific Islander - female
ASD08U99	062-067	6	Grade 8 dropouts - Asian/Pacific Islander - gender unknown
HID08M99	068-073	6	Grade 8 dropouts - Hispanic - male
HID08F99	074-079	6	Grade 8 dropouts - Hispanic - female
HID08U99	080-085	6	Grade 8 dropouts - Hispanic - gender unknown
BLD08M99	086-091	6	Grade 8 dropouts - Black, not Hispanic - male
BLD08F99	092-097	6	Grade 8 dropouts - Black, not Hispanic - female
BLD08U99	098-103	6	Grade 8 dropouts - Black, not Hispanic - gender unknown
WHD08M99	104-109	6	Grade 8 dropouts - White, not Hispanic - male
WHD08F99	110-115	6	Grade 8 dropouts - White, not Hispanic - female
WHD08U99	116-121	6	Grade 8 dropouts - White, not Hispanic - gender unknown

APPENDIX D-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code (AD09)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
TOTD0999	026-031	6	Total Grade 9 dropouts
AMD09M99	032-037	6	Grade 9 dropouts - American Indian/Alaskan Native - male
AMD09F99	038-043	6	Grade 9 dropouts - American Indian/Alaskan Native - female
AMD09U99	044-049	6	Grade 9 dropouts - American Indian/Alaskan Native - gender unknown
ASD09M99	050-055	6	Grade 9 dropouts - Asian/Pacific Islander - male
ASD09F99	056-061	6	Grade 9 dropouts - Asian/Pacific Islander - female
ASD09U99	062-067	6	Grade 9 dropouts - Asian/Pacific Islander - gender unknown
HID09M99	068-073	6	Grade 9 dropouts - Hispanic - male
HID09F99	074-079	6	Grade 9 dropouts - Hispanic - female
HID09U99	080-085	6	Grade 9 dropouts - Hispanic - gender unknown
BLD09M99	086-091	6	Grade 9 dropouts - Black, not Hispanic - male
BLD09F99	092-097	6	Grade 9 dropouts - Black, not Hispanic - female
BLD09U99	098-103	6	Grade 9 dropouts - Black, not Hispanic - gender unknown
WHD09M99	104-109	6	Grade 9 dropouts - White, not Hispanic - male
WHD09F99	110-115	6	Grade 9 dropouts - White, not Hispanic - female
WHD09U99	116-121	6	Grade 9 dropouts - White, not Hispanic - gender unknown
RECTYPE	001-004	4	Record Type Code (AD10)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
TOTD1099	026-031	6	Total Grade 10 dropouts
AMD10M99	032-037	6	Grade 10 dropouts - American Indian/Alaskan Native - male
AMD10F99	038-043	6	Grade 10 dropouts - American Indian/Alaskan Native - female
AMD10U99	044-049	6	Grade 10 dropouts - American Indian/Alaskan Native - gender unknown
ASD10M99	050-055	6	Grade 10 dropouts - Asian/Pacific Islander - male
ASD10F99	056-061	6	Grade 10 dropouts - Asian/Pacific Islander - female
ASD10U99	062-067	6	Grade 10 dropouts - Asian/Pacific Islander - gender unknown
HID10M99	068-073	6	Grade 10 dropouts - Hispanic - male
HID10F99	074-079	6	Grade 10 dropouts - Hispanic - female
HID10U99	080-085	6	Grade 10 dropouts - Hispanic - gender unknown
BLD10M99	086-091	6	Grade 10 dropouts - Black, not Hispanic - male
BLD10F99	092-097	6	Grade 10 dropouts - Black, not Hispanic - female
BLD10U99	098-103	6	Grade 10 dropouts - Black, not Hispanic - gender unknown
WHD10M99	104-109	6	Grade 10 dropouts - White, not Hispanic - male
WHD10F99	110-115	6	Grade 10 dropouts - White, not Hispanic - female
WHD10U99	116-121	6	Grade 10 dropouts - White, not Hispanic - gender unknown

APPENDIX D-2: AGENCY UNIVERSE MULTIPLE RECORD LAYOUT

Field Name	Field Position	Field Length	Description
RECTYPE	001-004	4	Record Type Code (AD11)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
TOTD1199	026-031	6	Total Grade 11 dropouts
AMD11M99	032-037	6	Grade 11 dropouts - American Indian/Alaskan Native - male
AMD11F99	038-043	6	Grade 11 dropouts - American Indian/Alaskan Native - female
AMD11U99	044-049	6	Grade 11 dropouts - American Indian/Alaskan Native - gender unknown
ASD11M99	050-055	6	Grade 11 dropouts - Asian/Pacific Islander - male
ASD11F99	056-061	6	Grade 11 dropouts - Asian/Pacific Islander - female
ASD11U99	062-067	6	Grade 11 dropouts - Asian/Pacific Islander - gender unknown
HID11M99	068-073	6	Grade 11 dropouts - Hispanic - male
HID11F99	074-079	6	Grade 11 dropouts - Hispanic - female
HID11U99	080-085	6	Grade 11 dropouts - Hispanic - gender unknown
BLD11M99	086-091	6	Grade 11 dropouts - Black, not Hispanic - male
BLD11F99	092-097	6	Grade 11 dropouts - Black, not Hispanic - female
BLD11U99	098-103	6	Grade 11 dropouts - Black, not Hispanic - gender unknown
WHD11M99	104-109	6	Grade 11 dropouts - White, not Hispanic - male
WHD11F99	110-115	6	Grade 11 dropouts - White, not Hispanic - female
WHD11U99	116-121	6	Grade 11 dropouts - White, not Hispanic - gender unknown
RECTYPE	001-004	4	Record Type Code (AD12)
LEAID	005-011	7	NCES Education Agency ID
STID99	012-025	14	State Education Agency ID
TOTD1299	026-031	6	Total Grade 12 dropouts
AMD12M99	032-037	6	Grade 12 dropouts - American Indian/Alaskan Native - male
AMD12F99	038-043	6	Grade 12 dropouts - American Indian/Alaskan Native - female
AMD12U99	044-049	6	Grade 12 dropouts - American Indian/Alaskan Native - gender unknown
ASD12M99	050-055	6	Grade 12 dropouts - Asian/Pacific Islander - male
ASD12F99	056-061	6	Grade 12 dropouts - Asian/Pacific Islander - female
ASD12U99	062-067	6	Grade 12 dropouts - Asian/Pacific Islander - gender unknown
HID12M99	068-073	6	Grade 12 dropouts - Hispanic - male
HID12F99	074-079	6	Grade 12 dropouts - Hispanic - female
HID12U99	080-085	6	Grade 12 dropouts - Hispanic - gender unknown
BLD12M99	086-091	6	Grade 12 dropouts - Black, not Hispanic - male
BLD12F99	092-097	6	Grade 12 dropouts - Black, not Hispanic - female
BLD12U99	098-103	6	Grade 12 dropouts - Black, not Hispanic - gender unknown
WHD12M99	104-109	6	Grade 12 dropouts - White, not Hispanic - male
WHD12F99	110-115	6	Grade 12 dropouts - White, not Hispanic - female
WHD12U99	116-121	6	Grade 12 dropouts - White, not Hispanic - gender unknown

APPENDIX D-2: AGENCY UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
LEAID	0001-0007	7	NCES Education Agency ID
STID99	0008-0021	14	State Education Agency ID
NAME99	0022-0081	60	Name of Education Agency
PHONE99	0082-0091	10	Telephone Number (Area Code + Phone Number)
MSTREE99	0092-0121	30	Mailing Address
MCITY99	0122-0151	30	City
MSTATE99	0152-0153	2	State (PO Abbreviation)
MZIP99	0154-0162	9	ZIP Code + 4
LSTREE99	0163-0192	30	Location Address
LCITY99	0193-0222	30	City
LSTATE99	0223-0224	2	State (PO Abbreviation)
LZIP99	0225-0233	9	ZIP Code + 4
AGTYPE99	0234-0234	1	Agency Type Code
UNION99	0235-0237	3	Supervisory Union Number
CONAME99	0238-0267	30	County Name
CONUM99	0268-0272	5	FIPS County Code
BOUND99	0273-0273	1	Operational Status Code
GSPAN99	0274-0277	4	Grade Span Offered
Students:			
UG99	0278-0284	7	Ungraded
PK1299	0285-0291	7	PK - 12
MIGRNT99	0292-0298	7	Migrant Students served in a Summer Program
SPECED99	0299-0305	7	Special Education - Individual Education Program (IEP)
LEP99	0306-0312	7	Limited-English-Proficient
Staff (one explicit decimal place):			
PKTCH99	0313-0319	7	Prekindergarten Teachers
KGTCH99	0320-0326	7	Kindergarten Teachers
ELMTCH99	0327-0333	7	Elementary Teachers
SECTCH99	0334-0340	7	Secondary Teachers
UGTCH99	0341-0347	7	Teachers of Ungraded Classes
TOTTCH99	0348-0354	7	Total FTE Teachers
AIDES99	0355-0361	7	Instructional Aides
CORSUP99	0362-0368	7	Instructional Coordinators & Supervisors
ELMGUI99	0369-0375	7	Elementary Guidance Counselors
SECGUI99	0376-0382	7	Secondary Guidance Counselors
TOTGUI99	0383-0389	7	Total Guidance Counselors
LIBSPE99	0390-0396	7	Librarians/Media Specialists
LIBSUP99	0397-0403	7	Library/Media Support Staff
LEAADM99	0404-0410	7	LEA Administrators
LEASUP99	0411-0417	7	LEA Administrative Support Staff
SCHADM99	0418-0424	7	School Administrators
SCHSUP99	0425-0431	7	School Administrative Support Staff
STUSUP99	0432-0438	7	Student Support Services Staff
OTHSUP99	0439-0445	7	All Other Support Services Staff

APPENDIX D-2: AGENCY UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
Diploma Recipients by Race/Ethnicity, and by Gender:			
TOTDPL99	0446-0451	6	Total Diploma Recipients
AMDPLM99	0452-0457	6	Diploma Recipients - American Indian/Alaskan Native - male
AMDPLF99	0458-0463	6	Diploma Recipients - American Indian/Alaskan Native - female
AMDPLU99	0464-0469	6	Diploma Recipients - American Indian/Alaskan Native - gender unknown
ASDPLM99	0470-0475	6	Diploma Recipients - Asian/Pacific Islander - male
ASDPLF99	0476-0481	6	Diploma Recipients - Asian/Pacific Islander - female
ASDPLU99	0482-0487	6	Diploma Recipients - Asian/Pacific Islander - gender unknown
HIDPLM99	0488-0493	6	Diploma Recipients - Hispanic - male
HIDPLF99	0494-0499	6	Diploma Recipients - Hispanic - female
HIDPLU99	0500-0505	6	Diploma Recipients - Hispanic - gender unknown
BLDPLM99	0506-0511	6	Diploma Recipients - Black, not Hispanic - male
BLDPLF99	0512-0517	6	Diploma Recipients - Black, not Hispanic - female
BLDPLU99	0518-0523	6	Diploma Recipients - Black, not Hispanic - gender unknown
WHDPLM99	0524-0529	6	Diploma Recipients - White, not Hispanic - male
WHDPLF99	0530-0535	6	Diploma Recipients - White, not Hispanic - female
WHDPLU99	0536-0541	6	Diploma Recipients - White, not Hispanic - gender unknown
Other High School Completers by Race/Ethnicity, and by Gender:			
TOTOHC99	0542-0547	6	Total Other High School Completers
AMOHCM99	0548-0553	6	Other High School Completers - American Indian/Alaskan Native - male
AMOHCF99	0554-0559	6	Other High School Completers - American Indian/Alaskan Native - female
AMOHCU99	0560-0565	6	Other High School Completers - American Indian/Alaskan Native - gender unkn
ASOHCM99	0566-0571	6	Other High School Completers - Asian/Pacific Islander - male
ASOHCF99	0572-0577	6	Other High School Completers - Asian/Pacific Islander - female
ASOHCU99	0578-0583	6	Other High School Completers - Asian/Pacific Islander - gender unknown
HIOHCM99	0584-0589	6	Other High School Completers - Hispanic - male
HIOHCF99	0590-0595	6	Other High School Completers - Hispanic - female
HIOHCU99	0596-0601	6	Other High School Completers - Hispanic - gender unknown
BLOHCM99	0602-0607	6	Other High School Completers - Black, not Hispanic - male
BLOHCF99	0608-0613	6	Other High School Completers - Black, not Hispanic - female
BLOHCU99	0614-0619	6	Other High School Completers - Black, not Hispanic - gender unknown
WHOHCM99	0620-0625	6	Other High School Completers - White, not Hispanic - male
WHOHCF99	0626-0631	6	Other High School Completers - White, not Hispanic - female
WHOHCU99	0632-0637	6	Other High School Completers - White, not Hispanic - gender unknown

APPENDIX D-2: AGENCY UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
Dropouts by Grade, by Race/Ethnicity, and by Gender:			
TOTD0799	0638-0643	6	Total Grade 7 dropouts
AMD07M99	0644-0649	6	Grade 7 dropouts - American Indian/Alaskan Native - male
AMD07F99	0650-0655	6	Grade 7 dropouts - American Indian/Alaskan Native - female
AMD07U99	0656-0661	6	Grade 7 dropouts - American Indian/Alaskan Native - gender unknown
ASD07M99	0662-0667	6	Grade 7 dropouts - Asian/Pacific Islander - male
ASD07F99	0668-0673	6	Grade 7 dropouts - Asian/Pacific Islander - female
ASD07U99	0674-0679	6	Grade 7 dropouts - Asian/Pacific Islander - gender unknown
HID07M99	0680-0685	6	Grade 7 dropouts - Hispanic - male
HID07F99	0686-0691	6	Grade 7 dropouts - Hispanic - female
HID07U99	0692-0697	6	Grade 7 dropouts - Hispanic - gender unknown
BLD07M99	0698-0703	6	Grade 7 dropouts - Black, not Hispanic - male
BLD07F99	0704-0709	6	Grade 7 dropouts - Black, not Hispanic - female
BLD07U99	0710-0715	6	Grade 7 dropouts - Black, not Hispanic - gender unknown
WHD07M99	0716-0721	6	Grade 7 dropouts - White, not Hispanic - male
WHD07F99	0722-0727	6	Grade 7 dropouts - White, not Hispanic - female
WHD07U99	0728-0733	6	Grade 7 dropouts - White, not Hispanic - gender unknown
TOTD0899	0734-0739	6	Total Grade 8 dropouts
AMD08M99	0740-0745	6	Grade 8 dropouts - American Indian/Alaskan Native - male
AMD08F99	0746-0751	6	Grade 8 dropouts - American Indian/Alaskan Native - female
AMD08U99	0752-0757	6	Grade 8 dropouts - American Indian/Alaskan Native - gender unknown
ASD08M99	0758-0763	6	Grade 8 dropouts - Asian/Pacific Islander - male
ASD08F99	0764-0769	6	Grade 8 dropouts - Asian/Pacific Islander - female
ASD08U99	0770-0775	6	Grade 8 dropouts - Asian/Pacific Islander - gender unknown
HID08M99	0776-0781	6	Grade 8 dropouts - Hispanic - male
HID08F99	0782-0787	6	Grade 8 dropouts - Hispanic - female
HID08U99	0788-0793	6	Grade 8 dropouts - Hispanic - gender unknown
BLD08M99	0794-0799	6	Grade 8 dropouts - Black, not Hispanic - male
BLD08F99	0800-0805	6	Grade 8 dropouts - Black, not Hispanic - female
BLD08U99	0806-0811	6	Grade 8 dropouts - Black, not Hispanic - gender unknown
WHD08M99	0812-0817	6	Grade 8 dropouts - White, not Hispanic - male
WHD08F99	0818-0823	6	Grade 8 dropouts - White, not Hispanic - female
WHD08U99	0824-0829	6	Grade 8 dropouts - White, not Hispanic - gender unknown
TOTD0999	0830-0835	6	Total Grade 9 dropouts
AMD09M99	0836-0841	6	Grade 9 dropouts - American Indian/Alaskan Native - male
AMD09F99	0842-0847	6	Grade 9 dropouts - American Indian/Alaskan Native - female
AMD09U99	0848-0853	6	Grade 9 dropouts - American Indian/Alaskan Native - gender unknown
ASD09M99	0854-0859	6	Grade 9 dropouts - Asian/Pacific Islander - male
ASD09F99	0860-0865	6	Grade 9 dropouts - Asian/Pacific Islander - female
ASD09U99	0866-0871	6	Grade 9 dropouts - Asian/Pacific Islander - gender unknown
HID09M99	0872-0877	6	Grade 9 dropouts - Hispanic - male
HID09F99	0878-0883	6	Grade 9 dropouts - Hispanic - female
HID09U99	0884-0889	6	Grade 9 dropouts - Hispanic - gender unknown
BLD09M99	0890-0895	6	Grade 9 dropouts - Black, not Hispanic - male
BLD09F99	0896-0901	6	Grade 9 dropouts - Black, not Hispanic - female
BLD09U99	0902-0907	6	Grade 9 dropouts - Black, not Hispanic - gender unknown
WHD09M99	0908-0913	6	Grade 9 dropouts - White, not Hispanic - male
WHD09F99	0914-0919	6	Grade 9 dropouts - White, not Hispanic - female
WHD09U99	0920-0925	6	Grade 9 dropouts - White, not Hispanic - gender unknown

APPENDIX D-2: AGENCY UNIVERSE LONG RECORD LAYOUT

Field Name	Field Position	Field Length	Description
TOTD1099	0926-0931	6	Total Grade 10 dropouts
AMD10M99	0932-0937	6	Grade 10 dropouts - American Indian/Alaskan Native - male
AMD10F99	0938-0943	6	Grade 10 dropouts - American Indian/Alaskan Native - female
AMD10U99	0944-0949	6	Grade 10 dropouts - American Indian/Alaskan Native - gender unknown
ASD10M99	0950-0955	6	Grade 10 dropouts - Asian/Pacific Islander - male
ASD10F99	0956-0961	6	Grade 10 dropouts - Asian/Pacific Islander - female
ASD10U99	0962-0967	6	Grade 10 dropouts - Asian/Pacific Islander - gender unknown
HID10M99	0968-0973	6	Grade 10 dropouts - Hispanic - male
HID10F99	0974-0979	6	Grade 10 dropouts - Hispanic - female
HID10U99	0980-0985	6	Grade 10 dropouts - Hispanic - gender unknown
BLD10M99	0986-0991	6	Grade 10 dropouts - Black, not Hispanic - male
BLD10F99	0992-0997	6	Grade 10 dropouts - Black, not Hispanic - female
BLD10U99	0998-1003	6	Grade 10 dropouts - Black, not Hispanic - gender unknown
WHD10M99	1004-1009	6	Grade 10 dropouts - White, not Hispanic - male
WHD10F99	1010-1015	6	Grade 10 dropouts - White, not Hispanic - female
WHD10U99	1016-1021	6	Grade 10 dropouts - White, not Hispanic - gender unknown
TOTD1199	1022-1027	6	Total Grade 11 dropouts
AMD11M99	1028-1033	6	Grade 11 dropouts - American Indian/Alaskan Native - male
AMD11F99	1034-1039	6	Grade 11 dropouts - American Indian/Alaskan Native - female
AMD11U99	1040-1045	6	Grade 11 dropouts - American Indian/Alaskan Native - gender unknown
ASD11M99	1046-1051	6	Grade 11 dropouts - Asian/Pacific Islander - male
ASD11F99	1052-1057	6	Grade 11 dropouts - Asian/Pacific Islander - female
ASD11U99	1058-1063	6	Grade 11 dropouts - Asian/Pacific Islander - gender unknown
HID11M99	1064-1069	6	Grade 11 dropouts - Hispanic - male
HID11F99	1070-1075	6	Grade 11 dropouts - Hispanic - female
HID11U99	1076-1081	6	Grade 11 dropouts - Hispanic - gender unknown
BLD11M99	1082-1087	6	Grade 11 dropouts - Black, not Hispanic - male
BLD11F99	1088-1093	6	Grade 11 dropouts - Black, not Hispanic - female
BLD11U99	1094-1099	6	Grade 11 dropouts - Black, not Hispanic - gender unknown
WHD11M99	1100-1105	6	Grade 11 dropouts - White, not Hispanic - male
WHD11F99	1106-1111	6	Grade 11 dropouts - White, not Hispanic - female
WHD11U99	1112-1117	6	Grade 11 dropouts - White, not Hispanic - gender unknown
TOTD1299	1118-1123	6	Total Grade 12 dropouts
AMD12M99	1124-1129	6	Grade 12 dropouts - American Indian/Alaskan Native - male
AMD12F99	1130-1135	6	Grade 12 dropouts - American Indian/Alaskan Native - female
AMD12U99	1136-1141	6	Grade 12 dropouts - American Indian/Alaskan Native - gender unknown
ASD12M99	1142-1147	6	Grade 12 dropouts - Asian/Pacific Islander - male
ASD12F99	1148-1153	6	Grade 12 dropouts - Asian/Pacific Islander - female
ASD12U99	1154-1159	6	Grade 12 dropouts - Asian/Pacific Islander - gender unknown
HID12M99	1160-1165	6	Grade 12 dropouts - Hispanic - male
HID12F99	1166-1171	6	Grade 12 dropouts - Hispanic - female
HID12U99	1172-1177	6	Grade 12 dropouts - Hispanic - gender unknown
BLD12M99	1178-1183	6	Grade 12 dropouts - Black, not Hispanic - male
BLD12F99	1184-1189	6	Grade 12 dropouts - Black, not Hispanic - female
BLD12U99	1190-1195	6	Grade 12 dropouts - Black, not Hispanic - gender unknown
WHD12M99	1196-1201	6	Grade 12 dropouts - White, not Hispanic - male
WHD12F99	1202-1207	6	Grade 12 dropouts - White, not Hispanic - female
WHD12U99	1208-1213	6	Grade 12 dropouts - White, not Hispanic - gender unknown

APPENDIX D-3: STATE NONFISCAL RECORD LAYOUT

Field Name	Field Position	Field Length	Description
SURVYEAR	001-004	4	Starting Year of Survey (1999)
STFIPS	005-006	2	Fed Info Processing Std (FIPS)Code (0 -78)
STABR	007-008	2	State (PO Abbreviation)
SEANAME	009-043	35	Name of State Education Agency
STREET	044-068	25	Mailing Address
CITY	069-086	18	City
STNAME	087-111	25	Name of the State
ZIP	112-116	5	First Five Digits of the Zip Code
ZIP4	117-121	5	a Dash and Four Digits
PHONE	122-135	14	Telephone Number (Area Code + Phone Number)

Instructional Staff:

B01	136-140	5	Prekindergarten Teachers
B02	141-145	5	Kindergarten Teachers
B03	146-151	6	Elementary Teachers
B04	152-157	6	Secondary Teachers
B05	158-162	5	Teachers of Ungraded Classes
B06	163-168	6	Total FTE Teachers
B07	169-173	5	Instructional Aides
B08	174-178	5	Instructional Coordinators & Supervisors

Support Services Staff Counts:

C01	179-182	4	Elementary Guidance Counselors/Directors
C02	183-186	4	Secondary Guidance Counselors/Directors
C03	187-190	4	Total Guidance Counselors/Directors
C04	191-194	4	Librarians
C05	195-198	4	Library Support Staff
C06	199-203	5	Lea Administrators
C07	204-208	5	Administrative Support Staff
C08	209-213	5	School Administrators
C09	214-218	5	School Administrative Support Staff
C10	219-223	5	Student Support Services
C11	224-229	6	All Other Support Services Staff

Students by Grade:

D01	230-235	6	Prekindergarten Students
D02	236-241	6	Kindergarten Students
D03	242-247	6	Grade 1 students
D04	248-253	6	Grade 2 students
D05	254-259	6	Grade 3 students
D06	260-265	6	Grade 4 students
D07	266-271	6	Grade 5 students
D08	272-277	6	Grade 6 students
D09	278-283	6	Grade 7 students
D10	284-289	6	Grade 8 students
D11	290-295	6	Grade 9 students
D12	296-301	6	Grade 10 students
D13	302-307	6	Grade 11 students
D14	308-313	6	Grade 12 students
D15	314-319	6	Ungraded students
D16	320-327	8	Total students

APPENDIX D-3: STATE NONFISCAL RECORD LAYOUT

Field Name	Field Position	Field Length	Description
High School Completers:			
E01	328-333	6	Diploma Recipients
EFILLER	334-339	6	**please fill this field with "N" – Other Diploma Recipients has been removed
E02	340-345	6	H.S. Equivalency Recipients
E03	346-351	6	Other H.S. Completers
Students by Grade, and by Race/Ethnicity:			
D01AMIN	352-357	6	Prekindergarten students - American Indian/Alaskan Native
D01ASIN	358-363	6	Prekindergarten students - Asian/Pacific Islander
D01HISP	364-369	6	Prekindergarten students - Hispanic
D01BLK	370-375	6	Prekindergarten students - Black, not Hispanic
D01WHT	376-381	6	Prekindergarten students - White, not Hispanic
D02AMIN	382-387	6	Kindergarten students - American Indian/Alaskan Native
D02ASIN	388-393	6	Kindergarten students - Asian/Pacific Islander
D02HISP	394-399	6	Kindergarten students - Hispanic
D02BLK	400-405	6	Kindergarten students -Black, not Hispanic
D02WHT	406-411	6	Kindergarten students - White, not Hispanic
D03AMIN	412-417	6	Grade 1 students - American Indian/Alaskan Native
D03ASIN	418-423	6	Grade 1 students - Asian/Pacific Islander
D03HISP	424-429	6	Grade 1 students - Hispanic
D03BLK	430-435	6	Grade 1 students - Black, not Hispanic
D03WHT	436-441	6	Grade 1 students - White, not Hispanic
D04AMIN	442-447	6	Grade 2 students - American Indian/Alaskan Native
D04ASIN	448-453	6	Grade 2 students - Asian/Pacific Islander
D04HISP	454-459	6	Grade 2 students - Hispanic
D04BLK	460-465	6	Grade 2 students - Black, not Hispanic
D04WHT	466-471	6	Grade 2 students - White, not Hispanic
D05AMIN	472-477	6	Grade 3 students - American Indian/Alaskan Native
D05ASIN	478-483	6	Grade 3 students - Asian/Pacific Islander
D05HISP	484-489	6	Grade 3 students - Hispanic
D05BLK	490-495	6	Grade 3 students - Black, not Hispanic
D05WHT	496-501	6	Grade 3 students - White, not Hispanic
D06AMIN	502-507	6	Grade 4 students - American Indian/Alaskan Native
D06ASIN	508-513	6	Grade 4 students - Asian/Pacific Islander
D06HISP	514-519	6	Grade 4 students - Hispanic
D06BLK	520-525	6	Grade 4 students - Black, not Hispanic
D06WHT	526-531	6	Grade 4 students - White, not Hispanic
D07AMIN	532-537	6	Grade 5 students - American Indian/Alaskan Native
D07ASIN	538-543	6	Grade 5 students - Asian/Pacific Islander
D07HISP	544-549	6	Grade 5 students - Hispanic
D07BLK	550-555	6	Grade 5 students - Black, not Hispanic
D07WHT	556-561	6	Grade 5 students - White, not Hispanic

APPENDIX D-3: STATE NONFISCAL RECORD LAYOUT

Field Name	Field Position	Field Length	Description
D08AMIN	562-567	6	Grade 6 students - American Indian/Alaskan Native
D08ASIN	568-573	6	Grade 6 students - Asian/Pacific Islander
D08HISP	574-579	6	Grade 6 students - Hispanic
D08BLK	580-585	6	Grade 6 students - Black, not Hispanic
D08WHT	586-591	6	Grade 6 students - White, not Hispanic
D09AMIN	592-597	6	Grade 7 students - American Indian/Alaskan Native
D09ASIN	598-603	6	Grade 7 students - Asian/Pacific Islander
D09HISP	604-609	6	Grade 7 students - Hispanic
D09BLK	610-615	6	Grade 7 students - Black, not Hispanic
D09WHT	616-621	6	Grade 7 students - White, not Hispanic
D10AMIN	622-627	6	Grade 8 students - American Indian/Alaskan Native
D10ASIN	628-633	6	Grade 8 students - Asian/Pacific Islander
D10HISP	634-639	6	Grade 8 students - Hispanic
D10BLK	640-645	6	Grade 8 students - Black, not Hispanic
D10WHT	646-651	6	Grade 8 students - White, not Hispanic
D11AMIN	652-657	6	Grade 9 students - American Indian/Alaskan Native
D11ASIN	658-663	6	Grade 9 students - Asian/Pacific Islander
D11HISP	664-669	6	Grade 9 students - Hispanic
D11BLK	670-675	6	Grade 9 students - Black, not Hispanic
D11WHT	676-681	6	Grade 9 students - White, not Hispanic
D12AMIN	682-687	6	Grade 10 students - American Indian/Alaskan Native
D12ASIN	688-693	6	Grade 10 students - Asian/Pacific Islander
D12HISP	694-699	6	Grade 10 students - Hispanic
D12BLK	700-705	6	Grade 10 students - Black, not Hispanic
D12WHT	706-711	6	Grade 10 students - White, not Hispanic
D13AMIN	712-717	6	Grade 11 students - American Indian/Alaskan Native
D13ASIN	718-723	6	Grade 11 students - Asian/Pacific Islander
D13HISP	724-729	6	Grade 11 students - Hispanic
D13BLK	730-735	6	Grade 11 students - Black, not Hispanic
D13WHT	736-741	6	Grade 11 students - White, not Hispanic
D14AMIN	742-747	6	Grade 12 students - American Indian/Alaskan Native
D14ASIN	748-753	6	Grade 12 students - Asian/Pacific Islander
D14HISP	754-759	6	Grade 12 students - Hispanic
D14BLK	760-765	6	Grade 12 students - Black, not Hispanic
D14WHT	766-771	6	Grade 12 students - White, not Hispanic
D15AMIN	772-777	6	Ungraded students - American Indian/Alaskan Native
D15ASIN	778-783	6	Ungraded students - Asian/Pacific Islander
D15HISP	784-789	6	Ungraded students - Hispanic
D15BLK	790-795	6	Ungraded students - Black, not Hispanic
D15WHT	796-801	6	Ungraded students - White, not Hispanic
D16AMIN	802-809	8	Total students - American Indian/Alaskan Native
D16ASIN	810-817	8	Total students - Asian/Pacific Islander
D16HISP	818-825	8	Total students - Hispanic
D16BLK	826-833	8	Total students - Black, not Hispanic
D16WHT	834-841	8	Total students - White, not Hispanic

APPENDIX D-3: STATE NONFISCAL RECORD LAYOUT

Field Name	Field Position	Field Length	Description
Diploma Recipients by Race/Ethnicity:			
E01AMIN	842-847	6	Diploma Recipients - American Indian/Alaskan Native
E01ASIN	848-853	6	Diploma Recipients - Asian/Pacific Islander
E01HISP	854-859	6	Diploma Recipients - Hispanic
E01BLK	860-865	6	Diploma Recipients - Black, not Hispanic
E01WHT	866-871	6	Diploma Recipients - White, not Hispanic
EFILLER1	872-877	6	**please fill this field with "N" -Other diploma recipients has been removed
EFILLER2	878-883	6	**please fill this field with "N" -Other diploma recipients has been removed
EFILLER3	884-889	6	**please fill this field with "N" -Other diploma recipients has been removed
EFILLER4	890-895	6	**please fill this field with "N" -Other diploma recipients has been removed
EFILLER5	896-901	6	**please fill this field with "N" -Other diploma recipients has been removed
H.S. Equivalency Recipients by Race/Ethnicity:			
E02AMIN	902-907	6	H.S. Equivalency Recipients - American Indian/Alaskan Native
E02ASIN	908-913	6	H.S. Equivalency Recipients - Asian/Pacific Islander
E02HISP	914-919	6	H.S. Equivalency Recipients - Hispanic
E02BLK	920-925	6	H.S. Equivalency Recipients - Black, not Hispanic
E02WHT	926-931	6	H.S. Equivalency Recipients - White, not Hispanic
Other H.S. Completers by Race/Ethnicity:			
E03AMIN	932-937	6	Other H.S. Completers - American Indian/Alaskan Native
E03ASIN	938-943	6	Other H.S. Completers - Asian/Pacific Islander
E03HISP	944-949	6	Other H.S. Completers - Hispanic
E03BLK	950-955	6	Other H.S. Completers - Black, not Hispanic
E03WHT	956-961	6	Other H.S. Completers - White, not Hispanic

APPENDIX E-1: STATE ABBREVIATIONS USED IN CCD SURVEYS

AL	Alabama	MP	Northern Mariana
AK	Alaska	MT	Montana
AS	American Samoa	NE	Nebraska
AZ	Arizona	NV	Nevada
AR	Arkansas	NH	New Hampshire
CA	California	NJ	New Jersey
CO	Colorado	NM	New Mexico
CT	Connecticut	NY	New York
DC	District of Columbia	NC	North Carolina
DE	Delaware	ND	North Dakota
DD	Dept of Defense Dependents Schools	OH	Ohio
FL	Florida	OK	Oklahoma
GA	Georgia	OR	Oregon
GU	Guam	PA	Pennsylvania
HI	Hawaii	PR	Puerto Rico
ID	Idaho	RI	Rhode Island
IL	Illinois	SC	South Carolina
IN	Indiana	SD	South Dakota
IA	Iowa	TN	Tennessee
KS	Kansas	TX	Texas
KY	Kentucky	UT	Utah
LA	Louisiana	VT	Vermont
ME	Maine	VA	Virginia
MD	Maryland	VI	Virgin Islands
MA	Massachusetts	WA	Washington
MI	Michigan	WV	West Virginia
MN	Minnesota	WI	Wisconsin
MS	Mississippi	WY	Wyoming
MO	Missouri		

APPENDIX E-2: OTHER ABBREVIATIONS USED IN CCD SURVEYS

ACAD	Academic	MUL	Multi
ADM	Administration, Administrative	MUN	Municipal
AG	Agriculture	NRS	Nursing
AGY	Agency		
		OP	Operations
BD	Board	ORG	Organization
BL	Blind		
BOR	Borough	PAR	Parish
		PLT	Plantation
CAR	Career		
CITY	City	PROG	Program
CLD	Child	PUB	Public
CLDN	Children		
CMTE	Committee	REORG	Reorganized
CNSM	Consortium	RES	Resource
CNT	Central	RGN	Region
CTR	Center	RGNL	Regional
COM	Community	RGT	Regents
COMM	Commission	RNH	Ranch
COMP	Computer		
COMPHEN	Comprehensive	SCH	School
CON	Consolidated	SEC	Secondary
COOP	Cooperative	SEP	Separate
CORP	Corporation	SOC	Social
CORR	Correction	SPEC	Special
CO	County	SR	Senior
CUR	Curriculum	SRV	Service
		ST	State
DEPT	Department	SUPT	Superintendent
DF	Deaf	SUPV	Supervisor
DIST	District		
DVL	Development	TECH	Technical
		TERR	Territory
ED	Education	TRD	Trade
EDL	Educational	TRN	Training
ELEM	Elementary	TWN	Town
ELEM SCH	Elementary School	TWP	Township
EXM	Exempted		
		UNF	Unified
FAM	Family	UNIV	University
		UNORG	Unorganized
HLT	Health	UNT	United
HM	Home		
HND	Handicap/Handicapped	VIL	Village
HS	High School	VLY	Valley
		VOC	Vocational
IMP	Improvement	VOCTECH	Vocational Technical School
IND	Independent		
INST	Institution	VOED	Vocational Education
INT	Intermediate		
		YTH	Youth
JCT	Junction		
JHS	Junior High School		
JR	Junior		
LOC	Local		
LRN	Learning		
MIDSCH	Middle School		
METRO	Metropolitan		

APPENDIX F: DROPOUT REPORTING INSTRUCTIONS

Common Core of Data Dropout Statistic: Reporting Instructions for the 1998-1999 School Year January 2000

These are the instructions for reporting dropouts for the National Center for Education Statistics on the Common Core of Data (CCD) survey. These instructions ensure that the reported dropout data are comparable across all states school districts. The dropout count is reported at the school district level on the CCD Public Education Agency Survey.

I. Dropout Definition

The CCD dropout definition is based on a “snapshot” count of students at the beginning of the school year: A dropout is an individual who:

1. was enrolled in school at some time during the previous school year¹ and was not enrolled on October 1 of the current school year; or
2. was not enrolled on October 1 of the previous school year although expected to be in membership (i.e., was not reported as a dropout the year before); and
3. has not graduated from high school or completed a state- or district-approved educational program and
4. does not meet any of the following exclusionary conditions:
 - i. transfer to another public school district, private school, or state- or district-approved education program;
 - ii. temporary school-recognized absence due to suspension or illness, or
 - iii. death.

For purposes of applying this dropout definition, the following definitions also apply:

- A. *School year* is the 12-month period beginning on October 1, 1998 and ending September 30, 1999. Thus, it includes the summer following the regular school year.
- B. *School completer* is an individual who has graduated from high school or completed some other education program that is approved by the state or local education agency.
- C. *State- or district-approved program* is one that leads to the receipt of formal recognition of completion from school authorities. It may include special education programs, home-based instruction, and programs administered by a secondary education agency (but not adult or postsecondary) leading to a GED-based diploma or some other certification differing from the regular diploma. Programs recognized as legitimate by the state are considered approved even if the public education system does not directly administer them; home schooling and charter schools may be examples of such programs.
- D. *Transfer to another school or program* may be confirmed by a method selected by the state or school district. A transcript request, withdrawal notice signed by a parent that includes assurances the student will be enrolled elsewhere, and the like are acceptable. States are discouraged from accepting hearsay reports or unsubstantiated statements of intent from departing students.
- E. *Race/ethnicity* of dropouts is reported using the current standards set by the Office of Management and Budget. The categories approved for the CCD through the 2000-2001 school year are American Indian/Alaskan native; Asian/Pacific Islander; Black, not Hispanic; Hispanic; White, not Hispanic. Definitions are included in the CCD Instructions Manual. These categories are expected to change for the 2001-2002 reporting year.
- F. *Sex* of dropouts is to be reported as male or female.
- G. *Grade classifications*, grades 7 through 12, are used to report dropouts, not the student's age.
- H. *Ungraded dropouts* should be allocated to the grade most appropriate for their age.

¹ A student who was enrolled in September, 1998; dropped out of school in February, 1999; and was not enrolled in school on October 1, 1999 would be reported as a 1998-1999 dropout (*previous year*) on the 1999-2000 CCD (*current year*).

APPENDIX F: DROPOUT REPORTING INSTRUCTIONS

II. Other Basic Guidelines

The CCD reports an *event* dropout count – the number of students who leave school during a defined period of time, in this case, a calendar year. The count is taken on October 1, 1998 or the school day closest to this date, in order to agree with the CCD membership count that is taken on the same day.

The defining decision is whether a student is a dropout on October 1, 1998. A student who missed much of the previous school year (1997-1998) but who is in membership on October 1, 1998 is not a dropout, while a student who is not in membership on October 1, 1998 but who returns later in that school year is a dropout (for the previous year, 1997-1998). CCD publications compute a dropout rate by dividing the number of dropouts for a year by the membership count taken at the beginning of that year.

More guidelines:

1. “*Summer dropouts*” are students who were not dropouts at the close of the previous school year (1997-98) but who fail to enroll by October 1, 1998. Summer dropouts are reported as dropouts for the grade and school year for which they fail to report. For example, a student who completes the 10th grade in 1997-1998 but who is not re-enrolled on October 1, 1998 is reported as a 1998-99 dropout for 11th grade.
2. Students who enroll in adult education programs are counted as dropouts *unless the elementary/secondary school system remains responsible for the student*. The intent of this guideline is to ensure that students who do not complete a program but for whom the district no longer takes responsibility are counted as dropouts.
 - i. This means that a student who enrolls in a school-operated program for high-risk students *is not a dropout*, even if that program is preparing the student to take the GED examination. Transfer to an alternative education setting, if it is part of the elementary/secondary education system, is not considered dropping out. Students enrolled in elementary/secondary education in prisons, hospitals, ‘store front’ locations or other nontraditional locations are not dropouts if the program is part of the elementary/secondary system.
 - ii. A student who leaves an elementary/secondary school and enrolls in adult education *is a dropout*. The exception to this guideline is the case in which the public school system monitors the student’s enrollment and reports the student as a dropout if the student drops out of the adult program. An example of this would be a cooperative arrangement between a public school district and a local technical institute that provides GED preparation for students referred directly by the district, if the district counted as dropouts those referred students who did not complete the GED study program. Students who drop out during the 1997-1998 school year but who have obtained a completion credential, such as a GED-based diploma or certificate of completion, on October 1, 1998 are not reported as dropouts.
3. An early college admissions student, one who transfers to a postsecondary program leading to a baccalaureate or associate’s degree, is not a dropout.
4. Students who fail to meet some graduation requirements, and who leave school without a diploma or other credential, are dropouts even if they have completed the 12th grade.
5. Students who leave the United States are not considered to be dropouts even if the school district cannot document the student’s subsequent enrollment in school.
6. Students who drop out during the 1997-1998 school year but are re-enrolled on October 1, 1998 are not reported as dropouts.
7. Students who drop out multiple times in a school year are reported only once for a single school year. However, students who drop out in more than one year are reported as dropouts for each year in which they are not in membership on October 1.
8. Underage dropouts, those who leave school when they are still too young to do so legally, should be reported on the CCD if they drop out of any of grades 7 through 12. These dropouts should be reported even if the state or district considers them “truants” rather than dropouts.

APPENDIX F: DROPOUT REPORTING INSTRUCTIONS

Summary of School Leaver Status	
A Student Who:	Dropout?
1. Graduated or received some other recognized credential, such as a certificate of attendance or GED	No
2. Only attended summer school in this school district (was not enrolled during the regular school year)	No
3. Left school without a diploma or other certification after passing age up to which the district was required to provide a free, public education	Yes
4. Died	No
5. Gone; status is unknown	Yes
6. Moved to another district in this or some other state, not known to be in school	Yes
7. Moved out of the United States, enrollment status not known	No
8. Transferred, enrolled in:	
Another public school, a private school, or charter school	No
Home schooling	No
Early college (baccalaureate or associate's program)	No
Adult education program not administered by a regular school district	Yes
9. Is in an institution that is not primarily academic (military, possibly Job Corps, corrections, etc.)	
Offers a secondary education program	No
Does not offer a secondary education program	Yes
10. Is not in school, but known to be:	
Planning to enroll late (e.g., extended family vacation, seasonal work)	No
Ill, verified as legitimate	No
Ill, not verified as legitimate	Yes
Suffering long-term illness and not receiving education services (residential drug treatment, severe physical or mental illness)	No
Suspended or expelled, term of suspension or expulsion not yet over	No
Suspended or expelled, term of suspension or expulsion over	Yes
Expelled, no option to return	Yes
Expelled, enrolled in another school and/or district	No
11. In a nontraditional education setting, such as hospital/homebound instruction, residential special education, correctional institution, community or technical college:	
Program administered by agency considered a special school district or extension of regular school district	No
Program is off-campus offering of regular school district	No
Program not approved or administered by regular district; classified as adult education	Yes

VI. GLOSSARY OF TERMS

GLOSSARY OF TERMS

Agency

See "Education Agency."

All Other Support Staff

Support staff not reported in other categories, such as, data processing, health, plant and equipment maintenance, bus drivers, security, and food service workers.

Alternative Education School

See also "Type Code, School."

A public elementary/secondary school that:

- Address needs of students that typically cannot be met in a regular school,
- provides nontraditional education,
- serves as an adjunct to a regular school, or
- falls outside of the categories of regular, special education, or vocational education.

American Indian/Alaskan Native

A person having origins in any of the original peoples of North America, and who maintains cultural identification through tribal affiliation or community recognition.

Asian/Pacific Islander

A person having origins in any of the original peoples of the Far East, Southeast Asia, the Indian subcontinent, or the Pacific Islands. This area includes, for example, China, India, Japan, Korea, the Philippine Islands, and Samoa.

Black

A person having origins in any of the black racial groups of Africa.

Central City

A city that:

- Is within a Metropolitan Statistical Area (MSA),
- has a Census Urbanized Area Code.

Charter School

A school providing free public elementary and/or secondary education to eligible students under a specific charter granted by the state legislature or other appropriate authority, and designated by such authority to be a charter school.

Classroom Teachers (FTE)

Total number of classroom teachers stated on a full-time equivalency basis for all graded and/or ungraded classes in a school. See also FTE (Full-time Equivalency).

Consolidated Metropolitan Statistical Area (CMSA)

An area that meets the requirements to qualify as a MSA and has a population of one million or more becomes a CMSA if component parts are recognized as Primary Metropolitan Statistical Areas (PMSAs).

Diploma, High School

Formal document certifying the successful completion of a secondary school program prescribed by the state agency or other appropriate body.

Diploma Recipients

Graduates who received a regular diploma during the previous school year and subsequent summer school.

Dropout

A dropout is an individual who:

- Was enrolled in school at some time during the previous school year and was not enrolled on October 1 of the current school year; or
- was not enrolled on October 1 of the previous school year although expected to be in membership (i.e., was not reported as a dropout the year before); and
- has not graduated from high school or completed a state or district-approved educational program; and
- does not meet any of the following exclusionary conditions:
 1. transfer to another public school district, private school, or state- or district-approved educational program;
 2. temporary school-recognized absence due to suspension or illness; or
 3. death.

Education Agency

Government agency administratively responsible for providing public elementary and/or secondary instruction or educational support services.

GLOSSARY OF TERMS

Elementary

General levels of instruction classified by state and local practice as elementary, that is composed of any span of grades not above grade 8. Preschool or kindergarten instruction is included **only** if these programs are an integral part of an elementary school or a regularly established school system.

Elementary Guidance Counselors

Professional staff assigned specific duties and school time for any of the following activities in an elementary setting:

- Counseling with students and parents;
- consulting with other staff members on learning problems;
- evaluating student abilities;
- assisting students in making educational and career choices;
- assisting students in personal and social development;
- providing referral assistance; and/or
- working with other staff members in planning and conducting guidance programs for students.

The state should apply its own standards in apportioning the aggregate of guidance counselors/directors into the elementary and secondary level components.

Elementary Teachers

Teachers of general level instruction classified by state and local practice as elementary and composed of any span of grades not above grade 8. *Exclude Prekindergarten and kindergarten teachers.*

Federally Operated Education Agency

Federally operated agency charged at least in part with providing elementary and/or secondary instruction or support services.

FIPS County Code

This is a standard number that identifies each county and county-type area in the United States. Taken from the National Institute of Standards and Technology publication, FIPS Pub. 6-4, the code indicates the county where the office of the education agency's chief executive officer is located. The code number is a 5-digit number that can be obtained from the Census Bureau.

Free Lunch Eligible Student

A student who is eligible to participate for the Free Lunch Program under the National School Lunch Act.

Free Lunch Program

A program under the National School Lunch Act that provides cash subsidies for free and reduced-price lunches to students based on family size and income criteria.

Full-time Equivalency (FTE)

Amount of time required to perform an assignment stated as a proportion of a full-time position, and computed by dividing the amount of time employed by the time normally required for a full-time position.

General Education Development Test (GED)

Comprehensive test used primarily to appraise the educational development of students who:

- Have not completed their formal high school education, and
- may earn a high school equivalency certificate through achievement of satisfactory scores.

Grade Span Offered

The span of grades intended to be served by this school or agency, whether or not there are students currently enrolled in all grades.

Graduate, High School

Individual who has received formal recognition from school authorities, by the granting of a diploma, for completing a prescribed course of studies at the secondary level school. **Does not include other high school completers, high school equivalency recipients, or other diploma recipients.**

Head Start Program

A Federally funded program that provides comprehensive educational, social, health, and nutritional services to:

- Low-income preschool children and their families, and
- children from ages 3 to school entry age (i.e., the age of compulsory school attendance).

Head Start students and teachers are reported on the CCD only when the program is administered by a local education agency.

GLOSSARY OF TERMS

High School Completion Count

A count of graduates and other high school completers including diploma recipients, other high school completers, and high school equivalency recipients (State Nonfiscal Survey only).

High School Diploma

A formal document certifying the successful completion of a prescribed secondary school program of studies.

High School Equivalency Certificate

A formal document certifying that an individual met the state requirements for high school graduation equivalency by:

- Obtaining satisfactory scores on an approved examination, and
- meeting other performance requirements (if any) set by a state education agency or other appropriate body.

High School Equivalency Recipients

Individuals age 19 years or younger who received a high school equivalency certificate during the previous school year or subsequent summer.

Hispanic

A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin, regardless of race.

Individual Education Program (IEP)

See Special Education-Individual Educational Program (IEP).

Instructional Aides

Instructional aides are staff members assigned to assist a teacher in activities requiring minor decisions regarding students, and in such activities as monitoring, conducting rote exercises, operating equipment and clerking. *Includes only paid staff, and excludes volunteer aides.*

Instructional Coordinators and Supervisors

Staff supervising instructional programs at the school district or subdistrict level. Includes curriculum coordinators or supervisors and in-service training staff; Chapter 1 supervisors; home economics supervisors; educational television staff; coordinators and supervisors of audiovisual services; and staff engaged in development of computer-assigned instruction. *Excludes school-based department chairperson.*

Kindergarten

Group or class that is part of a public school program, and is taught during the year preceding first grade.

Kindergarten Teachers

Teachers of a group or class that is part of a public school program and is taught during the year preceding the first grade.

Large City

A central city of a CMSA or MSA, with the city having a population greater than or equal to 250,000. See also "Locale Code."

Large Town

An incorporated place or Census designated place with a population greater than or equal to 25,000 and located outside a CMSA or MSA. See also "Locale Code."

Librarians and Media Specialists

Professional staff members and supervisors who are assigned specific duties and school time for professional library and media service activities (*including selecting, acquiring, preparing, cataloging, and circulating books and other printed materials; planning the use of library and media services by students, teachers and other members of the instructional staff; and guiding individuals in their use of media services and library materials, whether maintained separately or as part of an instructional materials center*).

Library and Media Support Staff

Staff members who render other library or media services, such as preparing, caring for, and making available to members of the instructional staff the equipment, films, filmstrips, transparencies, tapes, TV programs, and similar materials (whether maintained separately as part of an instructional materials center).

GLOSSARY OF TERMS

Limited-English-Proficient (LEP) Students

- Individuals who were not born in the United States or whose native language is a language other than English; or
- Individuals who come from environments where a language other than English is dominant; or
- Individuals who are American Indians and Alaskan Natives and who come from environments where a language other than English has had a significant impact on their level of English language proficiency; and who, by reason thereof, have sufficient difficulty speaking, reading, writing, or understanding the English language, to deny such individuals the opportunity to learn successfully in classrooms where the language of instruction is English or to participate fully in our society.

Limited-English-Proficient (LEP) Students Served in Appropriate Programs

LEP students are students being served in appropriate programs of language assistance (e.g., English as a Second Language, High Intensity Language Training, bilingual education). Do not count pupils enrolled in a class to learn a language other than English.

Local Education Agency (LEA) Administrative Support Staff

Staff members who provide direct support to LEA administrators, *including secretarial and other clerical staff*.

Local Education Agency (LEA) Administrators

Local education agency superintendents, deputy and assistant superintendents, and other persons with district-wide responsibilities such as business managers and administrative assistants. *Exclude supervisors of instructional or student support staff*.

Locale Code

The locale code is the designation of each school's "locale" based on its geographic location and population attributes such as density. School locale codes are coded by Census from school addresses in CCD files. The classifications are:

- 1 = Large City: A central city of a CMSA or MSA, with the city having a population greater than or equal to 250,000.

- 2 = Mid-size City: A central city of a CMSA or MSA, with the city having a population less than 250,000.
- 3 = Urban Fringe of a Large City: Any incorporated place, Census designated place, or non-place territory within a CMSA or MSA of a Large City and defined as urban by the Census Bureau.
- 4 = Urban Fringe of a Mid-size City: Any incorporated place, Census designated place, or non-place territory within a CMSA or MSA of a Mid-Size City and defined as urban by the Census Bureau.
- 5 = Large Town: An incorporated place or Census designated place with a population greater than or equal to 25,000 and located outside a CMSA or MSA.
- 6 = Small Town: An incorporated place or Census designated place with population less than 25,000 and greater than or equal to 2,500 and located outside a CMSA or MSA.
- 7 = Rural: Any incorporated place, Census designated place, or non-place territory designated as rural by the Census Bureau.

Location Address

This is the physical location of the school or agency.

Magnet School or Program

A magnet school or program is a special school or program designed

- to attract students of different racial/ethnic backgrounds for the purpose of reducing, preventing or eliminating racial isolation (50% or more minority enrollment); and/or
- to provide an academic or social focus on a particular theme (e.g. science/math, performing arts, gifted/talented, or foreign language).

Mailing Address

This is the location where mail is delivered. In some cases, this may not represent the physical site of that school or agency.

Media Specialists

Directors, coordinators, and supervisors of media centers (see Librarians and Media Specialists).

Membership Count

GLOSSARY OF TERMS

Total student enrollment on October 1 (or the closest school day to October 1) for all grade levels and ungraded pupils. *Include students both present and absent on the measurement day.*

A city or place, not in a Metropolitan Statistical Area, with a minimum population of 25,000 inhabitants and a population density of at least 1,000 per square mile. Such city or place does not have a Census Urbanized Area Code.

Metropolitan Status Codes

This is the classification of an education agency's service area relative to a Metropolitan Statistical Area. If the instructional or service area includes a central core city of an MSA and extends into a large geographic area, select code 1 or 2 depending on the location of the largest population served. Every education agency should be classified into only one category. The classifications are:

- 1 = Primarily serves a central city of an MSA
- 2 = Serves an MSA but not primarily its central city
- 3 = Does not serve an MSA

Metropolitan Areas

The term Metropolitan Area (MA) refers collectively to Metropolitan Statistical Areas, Consolidated Metropolitan Statistical Areas, Primary Metropolitan Statistical Areas, and New England County Metropolitan Areas. The Office of Management and Budget (OMB) defines new MA's and revised definitions of existing MA's by applying published standards to decennial census data.

Metropolitan Statistical Area (MSA)

An area consisting of one or more contiguous counties (cities and towns in New England) that contain a core area with a large population nucleus, as well as adjacent communities having a high degree of economic and social integration with that core. The core area must include a city with a population of 50,000 or more, or an urbanized area (UA). If a MSA qualifies on the basis of a UA (and no city of 50,000) the total MSA population must be at least 100,000 (75,000 in New England).

Mid-size City

A central city of a CMSA or MSA, with the city having a population less than 250,000. See also "Locale Code."

Migrant Student

A migrant student is defined under 34 CFR 200.40. If further information is needed on the definition of a migrant child, consult your State Migrant Program Director.

Non-MSA City

GLOSSARY OF TERMS

Operational Status Code, Agency

This is the classification of changes in an education agency's boundaries or jurisdiction since the last report to NCES. The classifications are:

- 1 = Open: Agency was listed on previous year's CCD agency universe; it has had no significant change in geographical boundaries or instructional responsibility (grade span offered).
- 2 = Closed: Agency was listed on previous year's CCD agency universe; it is not currently in operation, is not expected to operate in the future, and should be removed from the database.
- 3 = New: Agency was not listed on previous year's CCD agency universe; it has been newly created or completely restructured into current geographical boundaries or instructional responsibility. Include new agencies, if known, whether or not yet populated with students.
- 4 = Added: Agency was not listed on previous year's CCD agency universe; it was in existence but had not been reported; it is currently in operation and is now being added.
- 5 = Changed Boundary: Agency was in existence and was listed on previous year's CCD agency universe, but has undergone a significant change in geographical boundaries or instructional responsibility.

Operational Status Code, School

This is the classification of the operational condition of a school. The classifications are:

- 1 = Open: School was listed on previous year's CCD school universe; it is currently in operation or, if temporarily closed, as for repairs or a shortage of students, is expected to open within two years.
- 2 = Closed: School was listed on previous year's CCD school universe; it is not currently in operation, is not expected to operate in the future, and should be removed from the database.

- 3 = New: School was not listed on previous year's CCD school universe; it has been newly created or completely restructured into the current instructional level or program. Include new schools, if known, whether or not yet populated with students.
- 4 = Added: School was not listed on previous year's CCD school universe; it was in existence but had not been reported; it is currently in operation and is now being added.
- 5 = Changed Agency: School was in existence and was listed on previous year's CCD school universe as being affiliated with a different education agency; its internal organization and instructional level have not changed, but it is now affiliated with another agency.

Other High School Completers

Individuals who received a certificate of attendance, or other certificate of completion, in lieu of a diploma during the previous school year and subsequent summer school.

Other Support Staff

All education agency support services staff not reported in other categories, (e.g., data processing, health, building and equipment maintenance, bus drivers, security, and food service workers, etc.)

Prekindergarten

A group or class that is part of a public school program, and is taught during the year or years preceding kindergarten.

Prekindergarten Teachers

Teachers of a group or class that is part of a public school program, and is taught during the year or years preceding kindergarten; *includes teachers of Head Start students if part of authorized public education program.*

Primary Metropolitan Statistical Area (PMSA)

If an area meets the requirements to qualify as a MSA and has a population of one million or more, one or more PMSAs may be defined within it if statistical criteria are met and local opinion also is in favor. A PMSA consists of a large urbanized county, or a cluster of such counties (cities and towns in New England) that have substantial commuting interchange. When one or more PMSAs have been recognized the larger area of which they are component parts then is designated a CMSA.

GLOSSARY OF TERMS

Public School

Institution that provides educational services, has one or more grade groups (PK-12) or is ungraded, and

- Has one or more teachers to provide instruction;
- is located in one or more buildings;
- has an assigned administrator;
- receives public funds as primary support; and
- is operated by an education agency.

Reduced-Price Lunch Eligible Students

Students who are eligible to participate in the Reduced-Price Lunch Program under the National School Lunch Act.

Regional Education Service Agency (RESA)

Agency providing services to a variety of local education agencies, or a county superintendent serving the same purposes.

Regular School

A public elementary/secondary school that does not focus primarily on vocational, special, or alternative education. See also "Type Code, School."

Rural

Any incorporated place, Census designated place, or non-place territory designated as rural by the Census Bureau. See also "Locale Code."

School Administrative Support Staff

Persons whose activities are concerned with support of the teaching and administrative duties of the office of the principal or department chairpersons, *including clerical staff and secretaries.*

School Administrators

Staff members whose activities are concerned with directing and managing the operation of a particular school. Includes:

- Principals, assistant principals, and other assistants;
- persons who supervise school operations, assign duties to staff members, supervise and maintain the records of the school, and coordinate school instructional activities with those of the education agency; and
- department chairpersons.

GLOSSARY OF TERMS

School District

Education agency or administrative unit that operates under a public board of education.

Secondary

General level of instruction classified by state and local practice as secondary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.

Secondary Guidance Counselors

Professional staff assigned specific duties and school time for any of the following activities in a secondary school setting:

- Counseling with students and parents;
- consulting with other staff members on learning problems;
- evaluating student abilities;
- assisting students in making educational and career choices;
- assisting students in personal and social development;
- providing referral assistance; and/or
- working with other staff members in planning and conducting guidance programs for students.

The state should apply its own standards in apportioning the aggregate of guidance counselors/directors into the elementary and secondary level components.

Secondary Teachers

Teachers of a general level of instruction classified by state and local practice as secondary and composed of any span of grades beginning with the next grade following the elementary grades and ending with or below grade 12.

Small Town

An incorporated place or Census designated place with population less than 25,000 and greater than or equal to 2,500 and located outside a CMSA or MSA. See also "Locale Code."

Special Education-Individual Education Program (IEP)

As used here, refers to written instructional plan for students with disabilities designated as special education students under the Individuals With Disabilities Education Act (IDEA-Part B) which includes:

- Statement of present levels of educational performance of a child;
- statement of annual goals, including short-term instructional objectives;
- statement of specific educational services to be provided and the extent to which the child will be able to participate in regular educational programs;
- projected date for initiation and anticipated duration of services; and
- appropriate objectives, criteria and evaluation procedures and schedules for determining, on at least an annual basis, whether instructional objectives are being achieved.

Special Education School

See also "Type Code, School."

A public elementary/secondary school that:

- Focuses primarily on special education, including instruction for any of the following: hard of hearing, deaf, speech-impaired, health-impaired, orthopedically impaired, mentally retarded, seriously emotionally disturbed, multi-handicapped, visually handicapped, deaf and blind; and
- adapts curriculum, materials or instruction for students served.

State Education Agency

The agency of the state charged with primary responsibility for coordinating and supervising public instruction, including the setting of standards for elementary and secondary instruction programs.

State-Operated Agency

An education agency or program operated by a state/territorial government. Examples include elementary/secondary programs operated by the state for the deaf or blind; and programs operated by state correctional facilities.

GLOSSARY OF TERMS

Status Code

See "Operational Status Code."

Student

Individual for whom instruction is provided in an elementary or secondary educational program under the jurisdiction of a school, school system, or other educational institution.

Student Support Services Staff

Professional and supervisory staff providing noninstructional services to students. Includes attendance officers; staff providing health, psychology, speech pathology, audiology, or social services; and supervisors of the preceding staff and of health, transportation, and food service workers.

Supervisory Union

An education agency where administrative services are performed for more than one school district by a common superintendent.

Teacher

A professional school staff member who instructs students and maintains daily student attendance records.

Teachers of Ungraded Classes

Teachers of classes or programs to which students are assigned without standard grade designation.

Title 1 School

A school designated under appropriate state and federal regulations as being eligible for participation in programs authorized by Title 1 of Public Law 103-382.

Title 1 School-wide Program

A program in which all the pupils in a school are designated under appropriate state and federal regulations as being eligible for participation in programs authorized by Title 1 of Public Law 103-382.

Type Code, Agency

The education agency type code is a classification of education agencies within the geographic boundaries of a state according to the level of administrative and operational control. The classifications are:

- 1 = Regular local school district that is not a component of a supervisory union; this category includes both independent school districts and those that are a dependent segment of a local government such as a city or county. Agencies that do not operate schools ("non-ops") but have primary responsibility to provide free public elementary and/or secondary education to school-age children within their jurisdictions should be included.
- 2 = Local school district that is a component of a supervisory union; that is, it shares a superintendent and administrative services with other local school districts. Each agency given this code should have an entry in the "Supervisory Union Identification Number" field corresponding to the appropriate type 3 or type 4 agency. Non-ops in supervisory unions should be included in this category.
- 3 = Supervisory union administrative center, or county superintendent's office serving the same purposes: Each agency given this code should have an entry in the "Supervisory Union Identification Number" field. Student and staff data reported elsewhere should not be duplicated in records carrying this code.
- 4 = Regional education services agency: Agencies created for the purposes of providing specialized educational services to other education agencies. Student and staff data reported elsewhere should not be duplicated in records carrying this code.
- 5 = State agency charged with providing elementary and/or secondary level instruction to school-age children in a specified population, e.g., agency responsible for state schools for the blind or deaf students, correctional facilities, state hospitals.
- 6 = Federal agency charged with providing elementary and/or secondary level instruction to school-age children in a specified population.
- 7 = Other education agencies that do not fit into the first six categories.

GLOSSARY OF TERMS

Type Code, School

School type is a classification of schools conducting elementary and/or secondary instruction or programs according to the ordinary or special instructional needs of students. The four classifications are:

- 1 = Regular School
- 2 = Special Education School
- 3 = Vocational Education School
- 4 = Alternative Education School

Ungraded

Classes or programs to which students are assigned without standard grade designation.

Ungraded Teachers

See "Teachers of Ungraded Classes."

Urban Fringe of a Large City

Any incorporated place, Census designated place, or non-place territory within a CMSA or MSA of a Large City and defined as urban by the Census Bureau. See also "Locale Code."

Urban Fringe of a Mid-size City

Any incorporated place, Census designated place, or non-place territory within a CMSA or MSA of a Mid-Size City and defined as urban by the Census Bureau. See also "Locale Code."

Vocational Education School

A public elementary/secondary school that focuses primarily on vocational education, and provides education and training in one or more semi-skilled or technical operations. See also "Type Code, School."

White

A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.

INDEX

- Abbreviations, 3
- Abbreviations, Other, 77
- Abbreviations, State, 75
- Agency Name, 19
- Agency/School Name, School Survey, 7
- Census Bureau Contacts, iii
- Charter School, 10
- Classroom Teachers, School Survey, 11
- Coordinator/Certification, 3
- Coordinator's Corner, iii
- County Name, 21
- Diploma Recipients, Ed. Agency Survey, 23
- Diploma Recipients, State Nonfiscal Survey, 30
- Dropout Reporting Instructions, 79
- Dropouts, 24
- Due Date, 3
- File Formats
 - ASCII Text, 45
 - Database, 45
 - SAS, 45
 - Spreadsheet, 45
- FIPS County Codes, 21
- Free Lunch Eligible, 11
- General Survey Procedures, 4
- Grade Span Offered, Ed. Agency Survey, 22
- Grade Span Offered, School Survey, 10
- High School Equivalency Recipients, State Nonfiscal Survey, 30
- Instruction Manual Coverage, 3
- Instructional Staff, Ed. Agency Survey, 23
- Instructional Staff, State Nonfiscal Survey, 29
- Limited-English-Proficient Students, 22
- Location Address, Ed. Agency Survey, 20
- Location Address, School Survey, 8
- Magnet School, 10
- Mailing Address, Ed. Agency Survey, 20
- Mailing Address, School Survey, 8
- Migrant Students, 11
- Migrant Students Served in a Summer Program, 22
- NCES Contacts, iii
- NCES Identification Numbers, Ed. Agency Survey, 19
- NCES Identification Numbers, School Survey, 7
- Operational Status Code, Ed. Agency Survey, 21
- Operational Status Code, School Survey, 9
- Other High School Completers, Ed. Agency Survey, 23
- Other High School Completers, State Nonfiscal Survey, 30
- PK-12 Students, Ed. Agency Survey, 22
- Purpose of the Nonfiscal Surveys, 3
- Record Layout, State Nonfiscal, 71
- Record Layouts, Education Agency Survey, 61
- Record Layouts, School Survey, 49
- Reduced-Price Lunch Eligible, 11
- Reference Date, 3
- Respondent Tools, iii
- School-wide Title 1, 10
- Shuttle, Education Agency Survey, 37
- Shuttle, School Survey, 33
- Shuttle, State Nonfiscal Survey, 41
- Special Education-(IEP), 22
- State Education Agency Information, 29
- State Identification Numbers, Ed. Agency Survey, 19
- State Identification Numbers, School Survey, 7
- Student Counts, School Survey, 11
- Student Counts, State Nonfiscal Survey, 30
- Submission Methods, 4, 47
 - Federal Express, 47
 - Internet, 47
 - Mail, 47
- Supervisory Union Identification Number, 21
- Support Services Staff, Ed. Agency Survey, 24
- Support Services Staff, State Nonfiscal Survey, 29
- Telephone Number, Ed. Agency Survey, 19
- Telephone Number, School Survey, 7
- Title 1 School, 10
- Type Code, Ed. Agency Survey, 20
- Type Code, School Survey, 8
- Ungraded Students, Ed. Agency Survey, 22